

AWM52

**2nd Australian Imperial Force and Citizen
Military Forces unit war diaries, 1939-45 War**

Item number: 8/5/3

2/3 Machine Gun Battalion

April 1941

JUN 13 1941

WAR DIARY or INTELLIGENCE SUMMARY

SECRET

Army Form C.2118
(adapted.)

(Erase heading not required)

Unit 2/3 MG Bn A.I.F.

Date and Time.—From 0001 hrs 1 Apr 41 To 2400 hrs 6 Apr 41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
WOODSIDE	APR. 1	22 2200	Boys continued to pack. No date yet announced for departure	JH.
WOODSIDE	2	1730.	Bn leave until 2359 hrs. Announced as absolutely our last leave. Camp to be closed from then on.	JH.
WOODSIDE	3	1900	Maj Haylock, D.A. & MG, 4MD, stayed to Mess and gave a general talk on embarkation procedure.	JH.
WOODSIDE	5	1400.	Bn tabloid sports.	JH.
WOODSIDE	6	0900	Final Bn Church parade. 1100 hrs 10 mile route march. 2000 hrs Free picture show to A.I.F. given on eve of departure by proprietors of Camp Picture Theatre	JH. (A)

WAR DIARY or INTELLIGENCE SUMMARY

SECRET

Army Form C.2118
(adapted.)

(Erase heading not required)

Unit 2/3 MG Bn A.I.F.

Date and Time.—From 0001 hrs 7 Apr 41 To 2400 hrs 9 Apr 41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
WOODSIDE	APR 7	1400	Complete Bn muster parade less 5 MD personnel. Embarkation tickets issued. Comfort fund parcels issued. Embarkation Orders for 8 Apr 41	Appendix i JH
WOODSIDE	8	0715	B HQ & C Coy marched out of WOODSIDE to entrain at OAKBANK.	
		0935	Troop train left OAKBANK.	
		1900	HQ, A, B, & E coys and 66 LAD. marched out of WOODSIDE to entrain at OAKBANK.	
		2130	Troop train left OAKBANK.	JH
MELBOURNE	9	0230	First tp train passed through.	
		1230	Second " " " "	JH (5)

WAR DIARY or INTELLIGENCE SUMMARY

(Erase heading not required)

SECRET

Army Form C.2118
(adapted.)

Unit 2/3 MG BN A.I.F.

Date and Time.—From 0001 hrs 10^{AM} ~~11~~ 41 To 2400 hrs 16^{AM} ~~17~~ 41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
SYDNEY	APR 10	0230	First tp train arrived PIERMONT WHARF and ferried to H.M.T. "M.M."	
"	10	0900	Second tp train ditto.	JH.
SYDNEY	11	0700	Sailed in convoy from SYDNEY HARBOUR. accompanied by escort. Three stationary boxes and censorship stamps not on board and apparently left on wharf.	JH.
FREMANTLE	16	1000	Arrived FREMANTLE Harbour. No shore leave.	JH.
		1200	D coy embarked and other members 66 LAD.	Appendix ii
		2030	Disturbance by certain personnel re conditions on boat. Mostly Re-inforcement personnel and as far as can be ascertained no members of this unit took part.	JH.

WAR DIARY or INTELLIGENCE SUMMARY

SECRET

Army Form C.2118
(adapted.)

(Erase heading not required)

Unit 2/3 MG Bn A.I.F.

Date and Time.—From 0001 hrs 16 Apr 41 To 2400 hrs 30 Apr 41

Place	Date	Hour	Summary of Events and Information	Remarks and references to Appendices, Diaries, &c.
FREMANTLE	17-18		In port. No leave. Endeavour to reduce number of personnel on board failed. No news of stragglers lost in SYDNEY	JH.
FREMANTLE	19	0700.	Sailed in convoy from FREMANTLE	JH.
AT SEA	20		At Sea. All quiet.	JH.
AT SEA	21-24		Bn Boxing Championships	JH.
AT SEA	25	0900	Church Service for Anzac Day.	JH.
COLOMBO	26	1200.	Entered COLOMBO HARBOUR.	JH.
"	27-28		100% leave	Appendix in JH (D)
"	29-30		50% leave.	

5

EMBARKATION INSTRUCTIONS.

APPENDIX I

TELEPHONE—L 4181.

Australian Military Forces—4th Military District. (6)

WGH/G.

Please quote this Number when replying.

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SECRET 68/1941

Address Keswick Barracks, Keswick.
Date

2/3 M G Bn.
Reinforcements Group No 8
" " No 9

Embarkation - Instructions for Security

...

The attached copy of S Comd Instructions for Security (Embarkation) is forwarded for your information and necessary action please.

W. J. Hampton

Maj,
D A Q M G, 4 M D.

Encl

EMBARKATIONINSTRUCTIONS FOR SECURITY.INFORMATION.

The following Instructions are issued in amplification of Standing Orders A.I.F. Chapter VIII (Movement) and Chapter XVI (Intelligence and Security) in conjunction with which they should be read:-

1. REFERENCE TO IMPENDING EMBARKATION - GENERAL.

In order to confine to an absolute minimum the number of persons possessing knowledge of troop movements, it must be ensured that NO person be given any information whatsoever regarding names, and other details of transports, sailing times, destination etc. unless his duty definitely requires that he receive the information AND THEN NO EARLIER THAN IS NECESSARY FOR HIM TO PERFORM HIS DUTIES. All such persons will be adequately instructed in regard to Security precautions upon receiving the required information (Standing Orders A I F para 522). In particular, information as to date of embarkation and sailing should be withheld as long as possible and made known to as few as possible.

2. UNITS EMBARKING.

Upon being warned for embarkation, every member of a Unit will be fully instructed as to his responsibilities in regard to the preservation of Security of Information and the results which might follow upon any reference to outside persons concerning the date, manner or place of their impending departure (Standing Orders A I F paras 520 and 521).

3. ORDERS.

Camp Orders of personnel officially approved for embarkation will NOT at any time be posted up in any part of a Camp.

4. ADVANCE PARTIES (Including Ship's Staff and Unit Advance Parties).

- (a) Personnel required for duty with an Advance Party will be warned personally by the Officer Commanding the party and, having been warned, will be instructed that on NO account must they discuss the matter with any person other than the Officer by whom they were warned, except under his authority in the performance of their duties.
- (b) The time interval between the embarkation of advance parties and the day of embarkation should be varied in order to avoid intelligent conjecture of the date of sailing.
- (c) Members of Advance Parties, once embarked, will on NO account leave the transport except on special duty with the permission of the G.O.C., Embarkation Staff or O C Troops (Standing Orders A.I.F. Chapter VIII, para 165.)
- (d) They will not communicate with the shore except as provided in 4 (c) above.
- (e) The detailing of Advance Parties will NOT be carried out until as close as possible to the actual time set down for their departure from the Camp.

⑧

- (f) The reason for which members of Advance Parties have marched out will NOT on any account be included in any marching out state or routine order.
- (g) The O.C. Troops will be responsible for instructing members of Advance Parties on arrival on board the transport as to the Security measures to be observed pending the embarkation of the main body.

5. DAY OF EMBARKATION.

- (i) Prior to being marched out of Camp to railhead on the day of embarkation, all ranks will be given final instructions as to Security requirements, for the journey to the point of embarkation and during the actual embarkation in accordance with the relevant portions of Standing Orders A.I.F. Chapter XVI (Intelligence and Security).
- (ii) During the journey to the point of embarkation, troops will be prevented as far as possible from conversing or otherwise communicating with civilians. (Standing Orders A.I.F. Chapter XVI, para 524).
- (iii) When embarkation has been completed the O C Troops will be responsible for ensuring at the earliest opportunity that all ranks are adequately instructed regarding Security arrangements for the voyage.

6. CHAPLAINS (not already on the strength of embarking Units).

Chaplains not already on the strength of an embarking Unit, on reporting to an Embarkation Staff Officer for final instructions regarding embarkation will be warned in a similar manner to troops of the danger attendant upon disclosure of information concerning movement of troops and will be required to sign a simple declaration of secrecy. At the same time, they will be warned regarding the safe-keeping of any documents which they may receive in connection with their impending departure.

Notifications requesting Chaplains to present themselves at an Embarkation Staff Officer's Office for instructions will include a warning as to the secret nature of the communication.

7. MEDICAL OFFICERS (not already on strength of embarking Units).

Medical Officers not already on the strength of an embarking Unit will be instructed in regard to Security of Information in a similar manner to Chaplains. They will not, however, be required to sign a declaration of secrecy.

8. PHILANTHROPIC ORGANIZATIONS.

- (a) Philanthropic organizations will NOT be notified of an impending embarkation until as close as possible, commensurate with actual requirements, to the date of sailing.
- (b) Secretaries of Philanthropic Organizations will, on being advised of an impending embarkation, at the same time, be impressed not only with their own responsibilities in regard to the security of the information entrusted to them but also the responsibilities of their staffs and other persons connected with their organizations in this regard.
- (c) They will be instructed that, on informing representatives of their organizations who are to embark, of the date on which they are to report to an Embarkation Staff Officer for final instructions, it must be impressed on such representatives

that on

-3-

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that on NO account must the matter be discussed with any other person.

- (d) Representatives of philanthropic organizations on being informed by an Embarkation Staff Officer of the actual date on which they are to embark, will be duly instructed as to the paramount importance of not disclosing the information received and will be required to sign a simple declaration of secrecy. At the same time, they will be specially warned regarding the safe-keeping of any documents which they may receive in connection with their impending departure.

9. DOCUMENTS.

- (a) It must be continually impressed upon all officers, both Military and civil, that they are personally responsible for the Security of any document passed to them in the course of their duties and that any negligence in this regard renders them liable to severe disciplinary action.
- (b) Drafts of communications and orders, used stencil sheets or any other document relating to movement of troops or shipping, will NOT be consigned to the waste paper basket or disposed of in any other manner which would tend to facilitate their coming into the hands of unauthorised persons. They will be destroyed by fire as soon as no longer required.

10. RESPONSIBILITY OF COMMANDERS.

The responsibility of Formation and Unit Commanders in regard to the preservation of Security of information within their Commands cannot be too strongly stressed and the instruction of all ranks in this respect should be regarded as a normal aspect of training.

W. K. Walsh Major,
D A Q M G (M), S Comd.

(10)

AUSTRALIAN MILITARY FORCES.
4th Military District.

SECRET.
Keswick Barracks, Keswick.
29 Mar 1941.

S E C R E T.

A A & Q M G.
Camp Commandant, Woodside. (2).
2/3 M G Bn.
66 L A D.
Reinfts. Group No. 8.
" " " 9.
Capt A.F. Puddy.
" R.L. Badenoch.

WAR EQUIPMENT AND OFFICERS' BAGGAGE - CONVOY U.S.10.

1. The following instructions are issued in connection with the movement of unit War Equipment and Officers' heavy baggage of:-

2/3 M G Bn.
66 L A. D.
Reinfts. Group No. 8.
" " " 9.
2. The War Equipment and officers' heavy baggage will be loaded on rail freight vans on 31 Mar 1941 at Oakbank. The loading will commence at 0900 hours and will be completed at 1500 hours.
3. Capt A.F. Puddy will arrange the necessary motor transport to convey the equipment and baggage from Woodside Camp to Oakbank Station. He will obtain the Camp Commandant's concurrence to these arrangements.
4. The equipment and baggage will be loaded in the following sequence:-

War Equipment
2/3 M G Bn.
66 L A D.

Officers' Heavy Baggage.
2/3 M G Bn.
66 L A D.
Reinfts. Group No. 8.
" " " 9.
5. Unit Commanders will detail loading parties for duty at the Camp and Station.
6. The following documents will be handed to Capt R.L. Badenoch, who will supervise the loading on the railway freight vans -
 - (a) Delivery Note, A B 66 for each M T load - 3 copies.
 - (b) Bills of Lading, G.964 - 6 copies.-
two extra copies to be retained by the unit. Separate Bills are required for WANTED ON VOYAGE EQUIPMENT and PETROL or INFLAMMABLE OILS.
 - (c) Descriptive Lists of Officers' Heavy Baggage, including Cabin numbers - 2 copies.

[Handwritten Signature]

Maj,
D A Q M G, 4 M

SECRET 68/1941.

Keswick Barracks, Keswick.
4 Apr 41.Most SECRETEMBARKATION INSTRUCTIONS - A I F CONVOY U S 10

1. The following instructions are issued in connection with the embarkation of Troops in Convoy U S 10.

2. Parade for check of Nominal Rolls.

The Camp Commandant, Woodside, will arrange a full dress parade of the following units to be held on Monday 7 Apr 41 at 1400 hrs in order that a final check of Embarkation Rolls might be made, also for the issue of paybooks, entraining and embarkation cards -

2/3 MGBn
66 L A D

Reinforcements - Group No 8

3 & 4 Reinforcements 2/7 Fd Regt
3 & 4 Reinforcements 2/48 Bn
6 & 7 Reinforcements 2/10 Bn

Reinforcements - Group No 9

3 & 4 Reinforcements 2/27 Bn
2 & 3 Reinforcements 2/3 Bn

The procedure at this parade will be governed by the requirements of the Officer i/c Pay Checking Staff. All amendments to the Embarkation Rolls after this parade will be made by the Checking Staff only.

3. Movement

The units will move from Woodside Camp to Oakbank Station on Tuesday, 8 Apr 41 under arrangements to be made by Camp Commandant. The troops will be ready to entrain at least one hour prior to the time set down for departure of the respective trains. The move by train will be in accordance with the time table shown in Appendix "A". Staff Captain (M) with the assistance of the R T O will entrain the troops at Oakbank from FRONT to REAR in the same order as for embarkation (see para 9).

4. Officers Light Baggage and Mens Kit Bags

Arrangements will be made by Capt A. F. Puddy with the A D S T for M T to convey the Officers' light baggage and the men's kit bags from unit camp lines to Oakbank Station. On arrival at the Station the kit bags will be collected by the men and the Officers' light baggage placed in the brake van under the supervision of Capt R. L. Badenoch.

At the Port of Embarkation the officers' baggage will be placed in the cabins by direction of the E S O.

5. Rail Warrants

R T O will issue the necessary rail warrants for the trains. The warrants will be endorsed "A I F S M 3666" and will be exchanged with the Guards of the respective trains for excess single fare tickets.

6. Meals

A A Forms F 59 for meals en route will be issued by the R T O.

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A A Forms T 51

Four copies of A A 51 for each Unit and Group (less pre-embarkation personnel in W A) including all personnel previously embarked, will be prepared and taken to the wharf by the C O. Advance Parties are to be shown in Remarks Column, e g "1 Off, 1 N C O, Advance Party". These forms will be collected by a representative of the E S O prior to the troops moving from assembly points on wharf. The figures are not to exceed the unit establishment.

8. Embarkation

The embarkation will be carried out under the direction of the Embarkation Staff Eastern Command.

After the officers have seen their men accommodated, they will report to the Purser's Office before proceeding to their cabins, to collect their accommodation cards which show also the Boat Stations and messing accommodation.

W O's and Sgts on embarking are to state clearly (verbally) their ranks to the E S O on duty at the inboard end of the embarkation gangway so as to ensure that they obtain the correct Berthing Cards.

9. Allotment of Sleeping Accommodation

AS UNITS ARE ALLOTTED SLEEPING ACCOMMODATION IN TRANSPORTS BY COMPANIES, BATTERIES, SECTIONS OR EQUIVALENT SUB-UNITS IN ACCORDANCE WITH WAR ESTABLISHMENT TABLES, IT IS ESSENTIAL THAT PERSONNEL EMBARK IN SUCH FORMATION. UNIT REINFORCEMENTS ARE TO BE TREATED AS SEPARATE SUB-UNITS OF EACH GROUP No 8 and No 9.

WHEN REPLACEMENTS OF PERSONNEL ARE EFFECTED PRIOR TO EMBARKATION, SUCH REPLACEMENT PERSONNEL ARE TO EMBARK WITH THE SUB-UNIT TO WHICH THEY WILL BECOME ATTACHED ON DISEMBARKATION AND NOT AS A SUPPLEMENTARY INCREASE TO FIRST REINFORCEMENT FOR THE PARENT UNIT.

10. Personal Equipment

Personnel will take their Universal and Sea Kit Bags, Web Equipment, etc, with them into the compartments of the railway carriages and from the carriages onto the ship.

11. D D M S will establish an R A P at Oakbank Station for each entrainment.

12. Documents

Nominal Rolls (A206 Series) and records will be taken by one N C O each appointed by the D F O and D R O to the Port of Embarkation on the first train departing from Oakbank. On arrival at the Port of Embarkation the N C Os will report immediately to the E S O, Eastern Command.

13. Secrecy

Great care must be taken by all concerned to preserve the utmost secrecy regarding DATES AND TIMES OF SPECIAL TRAINS WHICH SHOULD BE KNOWN BY RECIPIENTS OF THIS SECRET MEMO ONLY.

14. Security

G S O III (O) will take the necessary steps to ensure the security of the Oakbank Station and surrounding area including the Woodside Camp.

15. Traffic Control

D A P M will detail one (1) Officer and six (6) Other Ranks to report to the R T O for duty at the Oakbank Station, and will confer with the Commissioner of Police with a view to keeping the approaches to the station free of traffic.

... 16. Please acknowledge receipt on A A F A57 attached.

Rheaman

Maj,

A A & Q M G, 4 M D.

Encl.

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- 3 -

DISTRIBUTION

Copy No 1 A Q
2 D A A G
3 & 4 G (for I and O)
5 D A D O S
6 D F O
7 D R O
8 D A P M
9 D D M S
10 A D S T
11 Commissioner of Police
12 General Traffic Manager, S A R.
13 Camp Commandant, Woodside
14 2/3 M G Bn
15 Reinft Group No 8
16 Reinft Group No 9
17 Staff Captain (M)
18 Capt A. F. Puddy
19 Capt R. L. Badenoch
20 File
21-25 Spare

21 66 L.A.D.

RAILWAY MOVEMENT TIME TABLE

- DATE - TUESDAY, 8th APRIL, 1941.

Special Train No	Serial No	Unit	Personnel			Depart Oakbank	Arrive Pymont	Meals on Route				
			Offs & W Os.	O R	Total							
1	344	<u>2/3 M G BN</u>				0935 hours	0220 hrs 10 Apr 41 Detrain	Murray Bridge	1134	-	1304	hrs
		H Q and att	7	33	40			Servicton	1710	-	1845	"
		One M G Coy	6	140	146			Benalla	0620	-	0735	"
		Reinft Group No 9	8	312	320			Junaa	1316	-	1445	"
		Voyage Only Officers	3	-	3			Goulbourn	1954	-	2140	"
		TOTAL	24	485	509							
3		Reinft Group No 8	10	366	376	1420 hrs	0350 hrs 10 Apr 41 Detrain	Murray Bridge	1606	-	1704	hrs
		Voyage Only Officers	3		3			Seymour	0715	-	0835	"
			13	366	379			Albury	1230	-	1340	"
							Cootamundra	1732	-	1905	"	
6	344	<u>2/3 M G BN</u>				2145 hrs	0945 hrs 10 Apr 41 Detrain	Arrarat	0805	-	0925	hrs
		H Q Coy	7	117	124			Spencer St	1310	-	1425	"
		Two M G Coys	12	280	292			Benalla	1727	-	1835	"
		Det "D" Coy	1	14	15			Moss Vale	0544	-	0720	
		1 Reinfts	7	69	76							
	292	Det 66 L A D	1	1	2							
			28	481	509							

For Serial # 292

S 1941/185

COPY NO. 7

AUSTRALIAN MILITARY FORCES -- SOUTHERN COMMAND

NO. 1448

SECRET

Headquarters,
Victoria Barracks,
MELBOURNE. S.C.1.

4 Apr 41.

EMBARKATION INSTRUCTIONA I F : CONVOY U S 10

(Issued in conjunction with A H Q S M 3261 of 25 Mar 41,
S M 3489 of 29 Mar 41, S M 3553 of 31 Mar 41 and S M 3666
of 2 Apr 41)

With ref to above, personnel of Units of A I F detailed to proceed overseas by Convoy U S 10 will embark in accordance with the following instructions :-

1. MOVEMENT:

Personnel will move from camp locations and embark for overseas as shown on Appendix and/or Appendices attached.

2. EMBUSSING AND ENTRAINING:

- (a) Embussing and Entraining operations will be carried out in accordance with the detailed arrangements shown on Appendix and/or Appendices attached.
- (b) Troops will be formed up ready for embussment and entrainment 20 minutes prior to times set down for departure.
- (c) Units proceeding by special trains to allotted transports, will, when entraining, occupy compartments as follows:-

From 3 M D ex MORNINGTON, CAULFIELD, MELBOURNE, DYSART and ALBURY

From FRONT to FEAR

From 3 M D ex BACCHUS MARSH

From REAR to FRONT

From 4 M D ex OAKBANK

From FRONT to REAR

and will entrain by Companies or equivalent sub-units in nominal roll order and original order of entrainment must be adhered to throughout the journey.

- (d) O's C of special trains from S Comd will contact R T O, Albury, regarding transfer to N.S.W. trains in similar order.

NOTE: Officers and Warrant Officers will be accommodated in compartments adjacent to their troops.

- (e) (i) Embussing and Entraining Staffs are to be detailed by Area and Camp Commandants concerned at all points of movement, within their respective Commands. Staffs so detailed will be responsible for orderly and smooth operations.

- (ii) It is essential that the programme laid down be strictly adhered to.

(f) -

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(f) CONTROL OF TROOPS:

(i) 4 M D Troops: Under 4 M D Arrangements.

(ii) 3 M D Troops: Area Commandants, SEYMOUR and ALBURY, and Camp Commandants, BALCOMBE, DARLEY and CAULFIELD will detail O's C special trains, who will be responsible for the orderly conduct of troops during their respective journeys.

(g) Chalk Messages on Railway Carriages: The practice of Troops marking chalk messages on Railway carriages is strictly prohibited. Instructions MUST be issued to troops to this effect and the danger emphasised, from a Security point of view.

3. DETRAINMENT:

(a) All troop trains for embarkation at SYDNEY run to PYRMONT Wharf. On arrival of troop trains, troops will be detrained and formed up by Units on PYRMONT Wharf at places indicated by the Embarkation Staff. Unit markers will detrain first and will fall in on points allocated. On three short whistle blasts all ranks will then detrain and fall in on unit markers. Units will be formed up on PYRMONT Wharf by complete sub units in order of the Embarkation Nominal Rolls, and will be embarked on ferries for conveyance to Transports as directed by Marshalling Officer. All officers will embark on ferries with their sub units, and will remain with their sub units during the journey to the Transports.

On arrival at the Transports, if at a Wharf, Units will be formed up on the Wharf and embarked in the normal way. Embarkation Cards, W F 47, will be handed in at the gangway to the Checking Staff. Personnel will approach the gangway with Pay Books showing from the left hand top pocket.

Where embarkation takes place on a Transport moored in the stream, Units will disembark from the ferries across a pontoon and ascend the gangway, where Embarkation Cards will be collected.

It is to be noted that Embarkation Cards W F 47 are to be issued to all troops embarking before departure from home stations, and will be collected when embarking on to the transport itself. There will be no check of Embarkation Cards on embarkation to the ferries. Care is to be taken that every man before leaving Camp is in possession of his Pay Book and Embarkation Card W F 47.

(b) Collection of A A F T51: A representative from E S O Staff will collect from Unit representative prior to moving from assembly point for embarkation, four copies of the A A F T51 completed as regards the first two lines, (Strength Return on Embarkation) on which will be included all personnel embarked previously, i.e. Ship's Staff and Advance Parties, with an explanation in the Remarks Column, e.g. "includes 1 Off, 1 N C O, Advance Party".

4. EMBARKATION:

(a) Allotment of Sleeping Accommodation:

As Units are allotted sleeping accommodation in transports by Companies, Batteries, Sections or equivalent Sub-Units in accordance with Establishment Tables, it is essential that personnel embark in such formations.

Unit reinforcements are to be treated as separate Sub Units.

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- (a) When replacements of personnel are effected prior to embarkation, such replacement personnel are to embark with the Sub-Unit to which they will become attached on disembarkation and NOT AS A SUPPLEMENTARY INCREASE TO FIRST REINFORCEMENTS FOR THE PARENT UNIT.

BAND: Band personnel will likewise embark with the Sub-Units to which they are attached and not as a Band with Battalion, Battery, etc. Headquarters.

- (b) Pay Embarkation Card (W F 47), which will be readily accessible in top left hand pocket of tunic, will be handed to representative of Pay Section at foot of gangway.
- (c) W O's and Sgts, on embarking, are to state their rank clearly (verbally) to the E S O on duty at the inboard end of the embarkation gangway, so as to ensure they obtain the correct berthing cards.
- (d) Guides will then lead Troops (accompanied by a suitable number of Officers and N C O's) to their respective berth allotments, where personnel will immediately proceed to pack their kit bags and equipment neatly away in their accommodation, change into sandshoes, and remain under control of Unit Officers until further instructed.
- (e) After Officers have seen their men into their accommodation, they will report to the Purser's Office to collect their Accommodation Cards, which have their boat stations and messing accommodation incorporated, before proceeding to their cabins.
- (f) Where personnel are allotted to Troop Deck accommodation (Hammock Space), they will stow Packs and Rifles in Pack Room, and Armoury under arrangements made by O C Troops on completion of embarkation.
- (g) Once embarked no personnel will be allowed to leave the Ship.

5. ARMS, EQUIPMENT AND PERSONAL EFFECTS:

- (a) Officers' light baggage required for use during the voyage, will be clearly marked "WANTED ON VOYAGE" and will accompany personnel on trains. Labels for this purpose are available from Embarkation Staff Officer, Southern Command.

The following scale will not be exceeded:-

Commanding Officers	..	50 lbs.
Other Officers	..	36 lbs.

On arrival this baggage will be taken over by Baggage Officer (E S O's Staff) and placed on board. Officers will be notified the numbers of their cabins as soon as berthing has been arranged.

- (b) Other Ranks will each carry and retain their arms, equipment and personal effects (Universal and Sea Kit Bags) from camp location to embarkation.

6. UNIT WAR EQUIPMENT AND OFFICERS' HEAVY BAGGAGE:

- (a) War Equipment and Officers' Heavy Baggage of Units in 3 M D and 4 M D will be ready for loading into M T and/or Rail Trucks, in accordance with instructions already issued to Units concerned.

(b)-

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(b) Ship's Baggage Officer (with previous Shipping experience if possible) will be present during loading of all War Equipment, Training Stores and Officers' Heavy Baggage. This Officer will pay particular attention to stowage and location, and will see that all Stores, Ammunition etc. required for training purposes during the voyage are stowed so that they will be immediately available as and when required.

7. PACKING AND MARKING OF STORES AND WAR EQUIPMENT AND PREPARATION AND DISPOSAL OF DOCUMENTS RELATING TO THE SHIPMENT OF STORES, ETC.

Instructions regarding above are contained in Southern Command Circular memo No. Q 57974 of 17 Oct 40, which has already been issued to Units concerned.

8. COMPILATION AND DISTRIBUTION OF RECORDS AND DOCUMENTS RELATING TO PERSONNEL EMBARKING:

The compilation and distribution of records and documents will be carried out in accordance with instructions contained in S Comd memo S C A.35 and S Comd Circular 1307 of 27 Mar 41 and 1408 of 1 Apr 41, distributed to M Ds. and Area and Camp Commandants concerned.

9. BERTHING ACCOMMODATION:

Berthing lists will be forwarded to those concerned as soon as berthing has been arranged.

10. MECHANICAL TRANSPORT:

The provision of M T required for the movement of Personnel, Baggage and Stores, during this operation, will be arranged by A D S T and separate instructions will be issued by A D S T where necessary.

11. MEALS EN ROUTE TO PORT OF EMBARKATION:

- (a) Arrangements for meals on moves to Port of Embarkation are shown on Appendices.
- (b) Orders for meals, provided at Railway stations in accordance with Appendices, will be made out on A A F F.59's and presented to the Refreshment Authorities concerned.
- (c) H Q, 4 M D, will arrange for A A F F.59's to be made out and handed to O's C Trains, and R T O's SPENCER Street, SEYMOUR, ALBURY and MORNINGTON and Camp Comdt DARLEY will prepare A A F F.59's and hand same to O's C Trains prior to departure.

Care must be taken to ensure that personnel joining en route are included.

12. RAIL WARRANTS:

Bulk rail warrants (2nd class only) will be provided by H Q, 4 M D, R T O's MORNINGTON, SPENCER Street, SEYMOUR and ALBURY, Camp Comdts DARLEY, BROADMEADOWS and CAULFIELD, for each Unit or party travelling by train from their respective Areas.

Warrants will be endorsed A I F - S M 3261.

13. SHIPS' STAFF FOR TRANSPORTS M M AND N N:

M M

- (a) Lt-Col L.A. STILLMAN, M.C. 2/11 FD REGT. O C Troops.
- (b) - /5.

19

13. N N
(Ctd)(b) Lt-Col N.F. WELLINGTON. O C Troops.

- (c) O's C Troops will appoint the necessary Ships' Staffs (vide Standing Orders A I F, Chap VIII, para 137).
- (d) The Ships' Staffs will embark on a date already notified in advance of the main bodies, so that they may be thoroughly conversant with the accommodation, messing and Ships' routine generally.
- (e) In addition to the Ships' Staffs, the following Medical personnel are to embark with each Ships' Staff.

S M O
Dispenser
1 Clerk
2 Other Ranks.

(f) SENIOR MEDIAL OFFICERS:

M M
Major E.T.T. DOWNIE. 3 A G H

N N
Major W.V. RUSSELL. A A M C Reinfts.

O O
Lt-Col D.C. PIGDON. (M O i/c Draft)

(g) CHAPLINS:

<u>M M</u>			
Chaplin Rev.	L.N. BLAKEWAY	2/3 M G Bn.	Ang.
"	F. SPENCER	9 Div Cav Regt.	Pres.
"	M.W. BRITTEN	Aust Gen Base Depot.	Ang.
"	A.L. BULBECK	H Q 1 Aust Corps.	Ang.
"	J.E. LLOYD	" " "	Pres.
"	A.H. STEWART	Aust G B Depot.	Pres.

N N
Chaplin Rev. F. KELLOW 2/2 Pnr Bn. Ang.

O O
Chaplin Rev. A.R. DEAN 2 Con Depot Pres.
" " J.B. ROGERS " " " R.C.
" " A.W. PAYNE " " " Ang.

(h) PHILANTHROPIC REPRESENTATIVES will embark as under:-

<u>M M</u>			
Aust Red Cross	-	Mr. H.W. TILLEY	- Tp Trains
" " "	-	Mr. J.A. NIMMO	

<u>N N</u>			
Aust Red Cross	-	Mr. T.T. CROTHERS	
Salvation Army	-	Mr. A.W.W. McINNES	

20

13. (h)
(Ctd)

P P

- Aust Red Cross - Mr. D.R. SMITH
- Aust Comforts Fund - Mr. H.T. CURTIS

(i) In order that Ships' Staffs will be fully conversant with procedure on board transport and can co-operate with the Ships' Masters and his Officers in regard to disposal of accommodation and arrangements on board for the comfort of troops, the following will embark prior to day of embarkation:-

- | | | |
|-------|-------------------------------|---|
| (i) | O C Troops on Board | Ship's Officer will instruct these details in their respective duties and responsibilities. |
| (ii) | Ship's Adjutant | |
| (iii) | Ship's Quartermaster | |
| (iv) | Ship's Baggage Officer | |
| (v) | Ship's Messing Officer | |
| (vi) | Ship's Sergeant-Major | |
| (vii) | Ship's Quartermaster-Sergeant | |

(j) Ships' Staffs, as enumerated above, will report to E S O, E Comd, under arrangements made by O C Troopship in accordance with previous sub-para (i).

(k) UNIT ADVANCE PARTIES:

One Officer and two N C O's from each Unit are to embark prior to day of embarkation at a date to be notified. These advance parties will report to the E S O, E Comd.

(l) THE SHIPS' STAFFS AND ADVANCE PARTIES ONCE EMBARKED ARE ON NO ACCOUNT TO LEAVE THE SHIP.

(m) O C Troops will arrange for the preparation of a Nominal Roll of all Ships' Staffs and advance parties, and hand same to E S O, who will arrange with Records and Pay Branches for the official embarkation of all personnel prior to embarkation of main body.

14. INSPECTION:

- (a) After completion of embarkation, a final inspection of the ship will be made.
- (b) Inspecting party will rendezvous on board ship at head of Staff gangway immediately all troops have been embarked, and will consist of the following officers:-

- Naval Sea Transport Officer
- Embarkation Staff Officer
- Medical Officer (not proceeding with troops)
- O C Troops on passage
- Senior Medical Officer on passage.

15. WAR EQUIPMENT AND OTHER STORES TO BE PLACED ON TRANSPORT as set out in Appendices:

War equipment and other stores have been allotted and forwarded to transports in accordance with previous instructions issued to those concerned.

16. STORES FOR TRAINING ON VOYAGE:

- (a) Special arrangements will be made on board transport for accommodation of stores for training purposes on voyage.
- (b) Where such stores comprise portions of the Units War Equipment or are specially provided from Ordnance Depots, they are to be marked with "Wanted on Voyage" labels.

17. -

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17. (a) CENSORSHIP: Censorship instructions for personnel under the Command of O C Troops are included in Standing Orders for A I F and Army Field Censorship Instructions No.7.
- (b) DISEMBARKING AT INTERMEDIATE PORTS: The Senior Officer or N C O of Detachments disembarking at Intermediate Ports should be instructed to impress on those under his command the importance of safeguarding information in regard to the Units and detachments continuing the Voyage.

18. SECURITY:

- (a) Secrecy - Too much stress cannot be placed upon the importance of preventing any leakage of information in respect of dates and times of embarkation and subsequent departure of H M T.
- (b) It has come to the notice of Southern Command Headquarters that troops after having embarked for overseas, have written messages to relatives giving name of transport, sailing date etc., have placed these messages in bottles and thrown them overboard at sea. This is a dangerous practice. In the event of these messages falling into the hands of enemy raiders, serious consequences may be the result. O C Troops must bring to the notice of all ranks that this practice is strictly forbidden.
- (c) Photographers - Only persons in possession of special passes for the purpose will be permitted the use of cameras.

19. PETS:

No animals of any description are to be taken on board. Disregard of this order will be a serious offence.

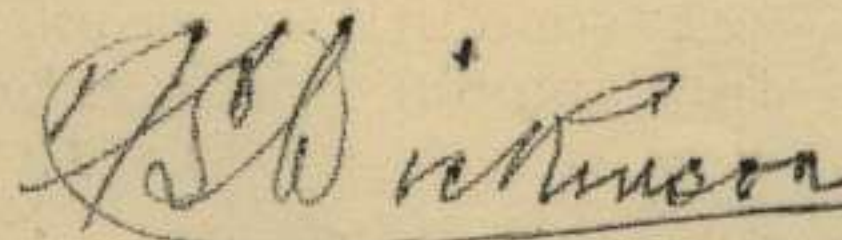
20. SMOKING:

Attention of all ranks is directed to the following regulation of the Harbour Trust:-

"Smoking on the wharf is prohibited".

21. RECEIPTS:

Acknowledge (A A F F57 attached).


Lt-Col,
A Q M G, S Comd.

DISTRIBUTION:/

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DISTRIBUTION of Appendices:

NOTE: Appendices attached to distribution are those which effect only units concerned.

DISTRIBUTION: CONVOY U S 10

- 1 Q M G (Movement) For information
- 2-4 E Comd
- 5-10 4 M D Copy for each Serial 344, 292 and 0 C's Groups 8 & 9 Reinfts.
- 11-13 S Comd Tng Depots
- 14-21 H Q, 5 (Seymour) Sub Area (Copy for each Serial 359, 285, (363, 555 and 0 C, Group 1 (Reinfts. Camp Comdt, Puckapunyal.
- 22-27 Camp Comdt, Darley Copy for 0 C's, Groups 3,4,5,6 and 7 Reinfts.
- 28-33 Camp Comdt, Balcombe (Copy for 0 C, Group 2 Reinfts and Serials 304, 430, 444, 294
- 34-36 Camp Comdt, Caulfield Copy for Serials 550, 551
- 37-41 Camp Comdt, Broadmeadows " " " 556, 478 (3)
- 42-43 Camp Comdt, Royal Park " " " 492
- 44-48 H Q, 8 Albury (Res Base) Sub Area (" " " 296, 553 (and Camp Comdt, Bonegilla.
- 49 Matron-in-Chief
- 50 Brig Adm
- 51 Col G S
- 52-54 A A G
- 55-61 A Q M G
- 62-66 E S O - 1 copy for 0 C Troopship "M M" and "N N"
- 67 A D S T
- 68 D A D T
- 69-70 D D M S
- 71 A P M
- 72 A D O S
- 73 D A D O S
- 74 D A D (Posts)
- 75 D F O
- 76 Asst D F O, 3 Dist A/cs Office
- 77 3 Dist Records
- 78 D N O
- 79 R A A F
- 80-83 Ship's Master, c/o E S O, E Comd "M M", "N N", "O O", "P P".
- 84 File
- 85-86 War Diary
- 87-91 Spares

JD.

UNITS ALLOTTED TO H M T "M M" - EMBARKING ON D11 DAY

APPENDIX 3b

Serial No.	Unit	TRAIN STRENGTH			UNIT STRENGTH			MOTOR TRANSPORT				TRAIN SCHEDULE				Remarks			
		Off W O	Sgts O R	Tot	Off W O	Sgts O R	Tot	From	Hrs Dep	To	Hrs Arr	From	Hrs Dep	To	Hrs Arr				
544	<u>2/3 M G Bn</u>	NO.6 SPECIAL TRAIN OAKBANK, 4 M D, TO PYRMONT																	
	H Q Coy	7	117	124														ALBURY 2015-2100 hrs on D10	
	2 Coys	12	200	292								OAKBANK (4 M D)	2145 hrs on D9	PYRMONT	0945 hrs on D11		MEALS ARARAT 0805-0925 hrs on D10		
	D Coy (Details)	1	14	15														SPENCER ST 1310- 1425 hrs	
	1 Reinft	7	69	76	40	653	693											BENALLA 1727-1835 "	
292	66 L A D (Details)	1	1	2	1	1	2											MOSSVALE 0544-0720 hrs	
	Total No.6 Train	28	481	509	41	654	695	NOTE: Balance of D Coy, 2/3 M G Bn, and 66 L A D embark at FREMANTLE.											

2/3 M.G. Bn

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ADMINISTRATIVE INSTRUCTION - MOVEMENT

The following instructions are issued with the limited information at present available. Amendments and additions will be published when received.

PRELIMINARY PARADE1. DRESS

The dress for this parade will be as for entrainment - (see Para 8) - but in addition discs identity will be worn outside the tunic.

2. TIME OF PARADE

A parade will be held prior to embarkation of every man in the Bn at a time to be specified. The parade will be handed over to the Embarkation Pay Staff who will be in charge of the parade until its completion.

3. PLACE OF PARADE

The parade will be held on the Bn Parade Ground. The Bn will be drawn up in close column of coys facing west. Markers will NOT be required, but pegs will be provided for coys in the following order from the front:- B.H.Q., H.Q. Coy, A, B, C, and E Coys. Men will be formed up in accordance with their personal Embarkation Serial Nos., such Nos. to run from right to left in each rank of each platoon. All personnel who have been transferred to a coy since Embarkation Rolls have been made up will be placed on a Supplementary Roll prepared by D R O, but they will parade with the platoons to which they have been allotted. They will parade, entrain, embark, and disembark at the rear of the platoon of the man they replace. They will retain their own Embarkation Serial No.

4. ROLL CALL

Before moving to the Bn Parade Ground Coys will call the roll from a copy of the Master Roll held at B.H.Q. The parade will be a muster parade and a Parade State showing the names of absentees must be forwarded to the Adjt immediately after the roll call is completed.

5. OBJECTS

The objects of the parade are:-

(a) Issue Pay Books, entraining and embarkation cards (1 each man), all of which when issued will be placed in the left hand breast pocket of the tunic and will NOT be removed until ordered.

(b) Check identity discs.

(c) Check each man's dress and equipment.

(d) Issue Fighting Forces Comforts Fund parcels (1 per man).

6. COY PARADES

Coys will be on Bn parade until Coy Commanders have reported to the Adjt and in every detail their Coys are all present and correct.

ENTRAINMENT PARADE7. TIME AND PLACE

The Bn will parade on the Bn Parade Ground as in Para 3 at a time to

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be specified. The parade will be under unit command until handed over to the Embarkation Staff at the entraining station.

8. DRESS

F.S. Uniform. Full Marching Order. Steel Hats will be worn. Felt Hat will be fastened to the left shoulder strap; caps where applicable to the right shoulder strap. Greatcoats if not worn will be carried in packs.

9. BAGGAGE

Camp Comd will arrange to transport kit bags universal and officers' light baggage to the entraining station. Officers' light baggage will be placed in the brake van, forwarded to the boat, and placed in the officers' cabins. Such light baggage must be clearly marked with Serial No., Officer's No., rank and name and labelled "Wanted On Voyage". Kit bags universal will be redistributed to all men at the entraining station. Sea kit bags will be carried by each man from Woodside.

ENTRAINING

10. The Bn will move out of Woodside in two parties as follows:-

First Party: B.H.Q., C Coy, plus No. 9 Group Reinforcements.
O.C. Train - Lt.-Col A.S. Blackburn V.C.
Train Adj't - Capt J.K. Lynch.
Train S.M. - W.O.1 J.W. Rymill.

Second Party: H.Q., A, F, and E Coys and L.A.D.
O.C. Train - Major M.A. Walloscheck.
Train Adj't - Lieut M. F. Bonnin.
Train S.M. - W.O.11 J.R. Jackett

O.Cs Train will be responsible for administration and discipline. Nominal Rolls of men in each compartment will be prepared by the senior man in each compartment immediately upon entraining and handed to the officer in charge of the carriage. Officers and N.C.Os will travel with the men dispersed throughout the train. O.Cs Trains will ensure that there is an officer in charge of each carriage. Before leaving the Bn Parade Ground the parties will be divided into carriage lots and move off under the O.C. Train. Loading and unloading personnel will be detailed by the Embarkation Staff. Troops will entrain under the direction of an Embarkation Staff officer, handing over their entrainment cards when required at the barrier.

11. TRAIN DISCIPLINE

Officers in charge of carriages will see that the following orders are observed:-

- (a) Carriages will NOT be chalk-marked.
- (b) Every care will be exercised not to damage lights, windows, fittings, etc.
- (c) No person other than an authorised officer will detrain UNDER ANY CIRCUMSTANCES or move from carriage to carriage without an express order or signal from the O.C. Train or his representative.
- (d) Any damage will be immediately reported to the officer in charge of carriage who will report at the first opportunity to the unit train staff with full particulars IN WRITING
- (e) On approaching and while on wharfs smoking will NOT be permitted.
- (f) Absolute silence will be observed during all entraining and detraining movements and on arrival at wharfs and during

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embarkation.

- (g) AIF Standing Orders provide that it is a serious offence to be in possession of intoxicating liquor on a troop train.
- (h) No articles will be thrown from windows.
- (i) Men are warned against informing anyone at any time of probable dates or times or destination in connection with this movement.
- (j) The signal for detraining will be three whistle blasts.
- (k) On detraining personnel will fall in in threes, facing the engine, front rank nearest the train.

12. MEALS

Instructions regarding meals will be issued later.

DETRAINMENT AT WHARF AND EMBARKATION

- 13 (a) Strictest silence will be observed by all ranks except where commands are necessary.
- (b) Troops will be detrained and formed up by units at places indicated by the Embarkation Staff.
- (c) Unit markers will detrain first and will fall in on points indicated by the Embarkation Staff.
- (d) On three short whistle blasts all ranks will then detrain and fall in on unit or sub-unit markers.
- (e) Units will be formed up by complete sub-units in order of the Embarkation Nominal Roll.
- (f) All officers will remain with their sub-units until arrival at the ship's side.
- (g) Personnel will approach the gangway with their Pay Books showing from the left hand breast pocket.
- (h) Embarkation cards will be handed in at the gangway to the checking staff.
- (i) In the event of embarkation being from ferries troops must when boarding ferry move quickly to their allotted places on the ferry and stay there and not crowd to the side or move from their allotted places.
- (j) On arrival at sleeping quarters all ranks will immediately put on sandshoes. No person will leave sleeping quarters until permission is given to do so.

Arthur S. Blackburn

Arthur S. Blackburn, Lt.-Col
Commanding 2/3 M.G.Bn AIF.

(26)

WESTERN COMMAND
EMBARKATION INSTRUCTIONS

APPENDIX II

S.N. 53/10/50.

M O S T S E C R E T .Headquarters,
Swan Barracks,
Francis St.,
Perth.

1 Apr 41.

A.I.F. - CONVOY, U.S. 10.

1. Under instructions from the Military Board, certain A.I.F. Units and Details will embark from Fremantle by 10th Convoy and the following instructions will be observed :-

2. SECURITY.

TOO MUCH STRESS CANNOT BE PLACED UPON THE IMPORTANCE OF PREVENTING ANY LEAKAGE OF INFORMATION IN RESPECT OF MOVEMENT OVERSEAS AND PARTICULARLY TO THE DATES AND TIMES TRANSPORTS WILL BE AVAILABLE FOR LOADING, EMBARKATION AND SUBSEQUENT DEPARTURE.

ATTENTION OF ALL CONCERNED IS TO BE DRAWN TO APPENDIX I ATTACHED (INSTRUCTIONS FOR SECURITY). THESE INSTRUCTIONS ARE TO BE STRICTLY ENFORCED.

3. ALLOTMENT TO TRANSPORTS.

In accordance with Appendices 11(a) to 11(d) inclusive. No alteration in the allotment will be permitted except under A.H.Q. authority.

4. ALLOTMENT OF SLEEPING ACCOMMODATION.

AS UNITS ARE ALLOTTED SLEEPING ACCOMMODATION IN TRANSPORTS BY COMPANIES, BATTERIES, SECTIONS OR EQUIVALENT SUB-UNITS, IN ACCORDANCE WITH WAR ESTABLISHMENT TABLES, IT IS ESSENTIAL THAT PERSONNEL EMBARK IN SUCH FORMATIONS.

UNIT RE-INFORCEMENTS ARE TO BE TREATED AS SEPARATE SUB-UNITS.

WHEN REPLACEMENTS OF PERSONNEL ARE EFFECTED PRIOR TO EMBARKATION, SUCH REPLACEMENT PERSONNEL ARE TO EMBARK WITH THE SUB-UNIT TO WHICH THEY WILL BECOME ATTACHED ON DISEMBARKATION AND NOT AS A SUPPLEMENTARY INCREASE TO FIRST REINFORCEMENTS FOR THE PARENT UNIT.

5. ALLOTMENT OF WAR EQUIPMENT AND GENERAL AND BULK STORES.

In accordance with Appendices 111(a) and 111(b).

6. MOVES TO PORT OF EMBARKATION.

Detailed instructions will be issued later.

7. DOCUMENTS.

The necessary forms will be prepared as shown in Standing Orders, A.I.F., Chapter V111, para 159.

A.A.F. T.51, Sheet 1, will show clearly the number of Officers, Warrant Officers, Sergeants and Other Ranks.

8. PERSONAL KITS.

Will be on the scale as laid down in Standing Orders, A.I.F. Chapter V111, para 146. Troops will change into sandshoes as soon as practicable after embarkation.

(continued on back)

/9.

9. PACKING OF STORES, WAR EQUIPMENT, ETC.

Special care will be devoted to the packing of instruments and valuable and small items of equipment which may readily be injured by rough handling.

It is of the utmost importance that particular attention be paid to the packing of all stores, etc., and that only STRONG and SCOUND cases or crates, preferably bound with hoop iron or wire, are used.

The weight of packages should not exceed one hundredweight otherwise difficulty is experienced in trans-shipment and at destination.

Unit serial numbers and distinguishing marks must be clearly shown on one end and one side of all packages.

Stores "Wanted on Voyage" should be clearly marked if convenient stowage is required. The Embarkation Staff cannot accept responsibility for accessible stowage of "Wanted on Voyage" stores in the absence of distinguishing labels.

The S.S.T.O. is authorized to reject any stores for shipment which, in his opinion or that of the ship's agent, are insufficiently packed. Broken or damaged cases or crates of stores will also be rejected for shipment.

10. MARKING OF UNIT BAGGAGE STORES AND WAR EQUIPMENT.

Unit baggage and War Equipment will be marked as shown in Standing Orders, A.I.F., Chapter V111, paras 147 and 148.

11. BLANKETS.

(a) Blankets will be taken overseas with War Equipment of Units embarking on a scale of three (3) blankets per all ranks, and on disembarkation overseas all personnel must carry one blanket.

(b) Blankets will be packed ready for shipment and marked vide paras 9 and 10. Blankets for issue prior to disembarkation will be marked "Wanted on Voyage" and will be stowed for easy access.

12. UNIT WAR EQUIPMENT.

All war equipment shipped by Units whether under their immediate charge or whether direct from Store Depots is to be covered by descriptive lists to assist checking ex ship and ex train at destination. These lists will be prepared on Form G.964 in the same way as Bill of Lading.

Two copies should be in the possession of C.O. Unit on arrival at port of disembarkation for checking delivery ex ship and ex train.

13. TRAINING STORES.

These will be shipped in Southern Command.

14. BULK STORES, UNIT HEAVY BAGGAGE AND WAR EQUIPMENT.

Movement Branch, Western Command, will issue Calling Forward notices for these and will arrange the necessary transport, shipment and stowage.

Units will (as early as possible) complete and forward A.A.F. T.52 in quadruplicate to Movement Branch, Western Command.

Officers

14. (continued).

Officers heavy baggage not exceeding 100 lbs will be included in this move and will be placed on board under supervision of Embarkation Staff.

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15. DELIVERY NOTES. *

All drivers of vehicles conveying stores, equipment, baggage, etc. to wharf must be given Fremantle Harbour Trust Cart Notes in quadruplicate. It is important that these notes state :-

- (a) Marks.
- (b) Numbers (if any).
- (c) Measurement of the packages they cover, otherwise the packages cannot be reconciled correctly with the stores shipment programme by the Check Clerks in charge.

One copy of these notes must be retained by the Check Clerks and another, after being duly receipted by these officials, will be returned to the drivers for return to the consignor (i.e. Unit or Holding Depot).

* (supplies of Cart Notes are available from Headquarters, Northam and Western Command.)

16. RAIL WARRANTS.

All warrants issued will be endorsed "A.I.F." S.M. 3261.

17. STATIONERY.

Commanding Officers of Units will make provision for the necessary stationery for their use on the voyage.

18. INSPECTION OF KITS.

C.O.'s Units will hand to Embarkation Staff Officer on arrival at wharf a certificate that all kits have been inspected and do not contain any dangerous articles.

In the case of details embarking without Officers, Draft Conducting Officers will furnish the necessary certificates.

19. MASCOTS - DOGS AND OTHER ANIMALS.

Instructions will be issued direct to Masters of ships and O.C. Troops on board that dogs or other animals taken on to troopships are to be destroyed. These instructions will be issued in compliance with Quarantine Laws.

20. SECURITY.

Western Command will take the necessary steps to ensure the security of ships and wharves.

Encl.

21. Please acknowledge on A.A.F. A.57 attached.

Colonel-in-charge Administration, Western Command.
(O.V.HOAD.)

Distribution:

- | | | |
|-----------------|-------------------------|------------------------------|
| 1. G.O.C. | 8. A.Q.M.G. | 15. War Diary. |
| 2. D.N.O. | 9. D.A.Q.M.G. | 16. Camp Comdt., Northam. |
| 3. Col.I/c.Adm. | 10. D.A.Q.M.G.(M. & Q). | 17. C.O.W.Comd.Details Camp. |
| 4. G.S.O. | 11. D.A.A.G. | 18. Major Parker. |
| 5. I.S.G.S. | 12. D.A.D.O.S. | 19. Major Harburn. |
| 6. D.D.M.S. | 13. D.F.O. | 20. Major Lyneham. |
| 7. A.A.G. | 14. D.R.O. | 21-26. Spares (6) to- |
| | | D.A.Q.M.G.(M. & Q). |

(continued on back)

EMBARKATION.INSTRUCTIONS FOR SECURITY.INFORMATION.

The following Instructions are issued in amplification of Standing Orders A.I.F. Chapter V111 (Movement) and Chapter XV1 (Intelligence and Security) in conjunction with which they should be read :-

1. REFERENCE TO IMPENDING EMBARKATION - GENERAL.

In order to confine to an absolute minimum the number of persons possessing knowledge of troop movements, it must be ensured that NO person be given any information whatsoever regarding names, and other details of transports, sailing times, destination, etc. unless his duty definitely requires that he receive the information AND THEN NO EARLIER THAN IS NECESSARY FOR HIM TO PERFORM HIS DUTIES. All such persons will be adequately instructed in regard to Security precautions upon receiving the required information (Standing Orders A.I.F. para 522). In particular, information as to date of embarkation and sailing should be withheld as long as possible and made known to as few as possible.

2. UNITS EMBARKING.

Upon being warned for embarkation, every member of a unit will be fully instructed as to his responsibilities in regard to the preservation of Security of Information and the results which might follow upon any reference to outside persons concerning the date, manner or place of their impending departure (Standing Orders A.I.F. paras 520 and 521.)

3. ORDERS.

Camp Orders of personnel officially approved for embarkation will NOT at any time be posted up in any part of a Camp.

4. ADVANCE PARTIES (including Ship's Staff and Unit Advance Parties.)

- (a) Personnel required for duty with an Advance Party will be warned personally by the Officer Commanding the party, and, having been warned, will be instructed that on NO account must they discuss the matter with any person other than the Officer by whom they are warned, except under his authority in the performance of their duties.
- (b) The time interval between the embarkation of advance parties and the day of embarkation should be varied in order to avoid intelligent conjecture of the date of sailing.
- (c) Members of Advance Parties, once embarked, will on NO account leave the transport except on special duty with the permission of the G.O.C., Embarkation Staff or O.C. Troops (Standing Orders A.I.F. Chapter V111, para 165.)
- (d) They will not communicate with the shore except as provided in 4 (c) above.
- (e) The detailing of Advance Parties will NOT be carried out until as close as possible to the actual time set down for their departure from the Camp.
- (f) The reason for which members of Advance Parties have marched out will NOT on any account be included in any marching out state or routine order.

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- (g) The O.C. Troops will be responsible for instructing members of Advance Parties on arrival on board the transport as to the Security measures to be observed pending the embarkation of the main body.

5. DAY OF EMBARKATION.

- (i) Prior to being marched out of Camp to railhead on the day of embarkation, all ranks will be given final instructions as to Security requirements for the journey to the point of embarkation and during the actual embarkation in accordance with the relevant portions of Standing Orders A.I.F., Chapter XV1 (Intelligence and Security).
- (ii) During the journey to the point of embarkation, troops will be prevented as far as possible from conversing or otherwise communicating with civilians. (Standing Orders, A.I.F. Chapter XV1, para 524.)
- (iii) When embarkation has been completed the O.C. Troops will be responsible for ensuring at the earliest opportunity that all ranks are adequately instructed regarding Security arrangements for the voyage.

6. CHAPLAINS (not already on strength of embarking Units).

Chaplains not already on the strength of an embarking Unit, on reporting to an Embarkation Staff Officer for final instructions regarding embarkation will be warned in a similar manner to troops of the danger attendant upon disclosures of information concerning movement of troops and will be required to sign a simple declaration of secrecy. At the same time, they will be warned regarding the safe-keeping of any documents which they may receive in connection with their impending departure.

Notifications requesting Chaplains to present themselves at an Embarkation Staff Officer's office for instructions will include a warning as to the secret nature of the communication.

7. MEDICAL OFFICERS (not already on strength of embarking units).

Medical Officers not already on the strength of an embarking unit will be instructed in regard to Security of Information in a similar manner to Chaplains. They will not, however, be required to sign a declaration of secrecy.

8. PHILANTHROPIC ORGANIZATIONS.

- (a) Philanthropic organizations will NOT be notified of an impending embarkation until as close as possible, commensurate with actual requirements, to the date of sailing.

- (b) Secretaries of Philanthropic Organizations will, on being advised of an impending embarkation, at the same time, be impressed not only with their own responsibilities in regard to the security of the information entrusted to them but also the responsibilities of their staffs and other persons connected with their organizations in this regard.

- (c) They will be instructed that, on informing representatives of their organizations who are to embark, of the date on which they are to report to an Embarkation Staff Officer for final instructions, it must be impressed on such representatives that on NO account must the matter be discussed with any other person.

- (d) Representatives of philanthropic organizations on being informed by an Embarkation Staff Officer of the actual date on which they are to embark, will be duly instructed as to the paramount importance of not disclosing the information received

(continued on back)

/and

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ALLOTMENT OF UNITS TO TRANSPORT PP.

Serial Number.	Unit.	Personnel.					Present location	Transport to wharf.
		Offs.	W.O's	Sgts.	O.Rs	Total		
357	2/9 A. Fd. Regt.	2	-	-	-	2	Claremont	M. T.
263	2/1 Survey Regt.	-	-	-	4	1	"	M. T.
417	A. A. Bde. H. Q. Sigs.	-	-	-	1	1	"	M. T.
473	Details H. Q., 1 Adv. Workshop.	1	-	-	-	1	"	M. T.
430	H. Q., 9 Div. Sigs.	1	-	-	-	1	"	M. T.
	R. A. A. F.	5	-	18	-	23	-	R. A. A. F. arrangements.
	Totals	9	-	18	2	29		

APPENDIX 11(b).

ALLOTMENT OF UNITS TO TRANSPORT NN.

Serial Number.	Unit.	Personnel.					Present location	Transport to wharf
		Offs.	W.O's	Sgts.	O.R's	Total		
548	1 Res. M. T. Co.	-	-	-	1	1	Claremont	M. T.
246	7 Div. Supp. Col.	-	-	-	10	10	"	"
331	Postal Reinf.	-	-	-	8	8	"	"
407	2/23 Bn.	-	-	-	1	1	"	"
<u>EX HOSPITAL :-</u>								
x US. 8	173 2/9 Bn.	-	-	-	1	1	"	M. T.
x US. 9	351 7 A. G. H.	-	-	-	1	1	"	"
x US. 8	141 2/6 Bn.	-	-	-	1	1	"	"
x US. 9	NZEF 18 A. T. C.	-	-	-	1	1	"	"
<u>EX U. S. 9 STRAGGLERS :-</u>								
408	2/24 Bn.	-	-	-	1	1	Detention Barracks	M. T.
NZEF	Various.	-	-	-	13	13	"	"
	Totals.	-	-	-	38	38		

(continued on back)

APPENDIX 11(c).

ALLOTMENT OF UNITS TO TRANSPORT MM.

Serial Number.	Unit	Personnel.					Present location	Transport to wharf.
		Offs.	W. Os.	Sgts.	O. R's.	Total		
344	2/3 M.G. Bn.	6	-	8	124	138	Northam	Rail
292	66 L.A.D.	-	1	-	10	11	"	"
304	9 Div. Cav. Regt.	-	-	-	2	2	Claremont.	M.T.
359	2/11 A. Fd. Regt.	1	-	-	1	2	"	"
229	7 Div. Sigs.	-	-	-	6	6	"	"
430	9 Div. Sigs.	-	-	-	7	7	"	"
557	Special Sigs. Reinf.	-	-	-	19	19	"	"
227	3 & 4 Reinf., 2/3 Fd. Park Co.	-	-	-	12	12	"	"
299	3 & 4 Reinf. 2/7 Fd. Amb.	-	-	-	14	14	"	"
	A.A.M.C. Reinf. (Capt. A.A. Merritt)	1	-	-	-	1	"	"
	Voyage only Officers	5	-	-	-	5	Northam	Rail
179	6 & 7 Reinf. 2/3 Fd. Regt.	2	-	2	52	56	"	"
175	6 & 7 Reinf. 2/11 Bn.	4	-	6	150	160	"	"
241	3 & 4 Reinf., 2/16 Bn.	4	-	6	150	160	"	"
387	2 & 3 Reinf., 2/28 Bn.	4	-	6	150	160	"	"
388	2 & 3 Reinf., 24 A. Tk. Co.	-	-	-	16	16	"	"
401	2,3 & 4 Reinf. 9 Div. Mob. Bath	-	-	-	3	3	"	"
403	2,3 & 4 Reinf. 9 Div. Salv. Unit	-	-	-	3	3	"	"
402	2,3 & 4 Reinf. 9 Div. Mob. Laundry	-	-	-	9	9	"	"
	A.A.N.S.	1	-	-	-	1	"	"
	Totals	28	1	28	728	785		

(continued - page 9.)

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APPENDIX 11(a).

ALLOTMENT OF UNITS TO TRANSPORT OO.

Serial Number.	Unit.	Personnel.					Present location.	Transport to wharf.
		Offs.	W.Os.	Sgts.	O.Rs	Total.		
550	Det. 4 Res. M. T. Co. (D. Sec.) <u>EX HOSPITAL U.S. 9</u>	2	-	2	88	92	Northam	Rail
376	2/20 Bn.	-	-	-	1	1	Claremont	M.T.
374	2/18 Bn.	-	-	-	1	1	"	"
551	2/3 M. A. C.	-	-	-	1	1	"	"
Totals		2	-	2	91	95		

APPENDIX 111(a).

ALLOTMENT OF BULK STORES, WAR EQUIPMENT, ETC.
TO TRANSPORT MM.

<u>BULK STORES.</u>		tons Meast.
Aust. Red Cross		30
" Comforts Fund		7
Salvation Army		1
	Total	<u>38</u>

WANTED ON VOYAGE.

Units blankets and baggage	35
----------------------------	----

APPENDIX 111(b).

ALLOTMENT OF BULK STORES, WAR EQUIPMENT, ETC.
TO TRANSPORT OO.

WANTED ON VOYAGE.

Units blankets and baggage	5
----------------------------	---

Lieut Glover

AUSTRALIAN MILITARY FORCES - WESTERN COMMAND

S53/10/50

SECRET

Headquarters,
Swan Barracks,
Francis Street,
PERTH.
9 April, 41.

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Commandant Northam
C.O. Western Cmd. Gen. Details Camp
D.D.M.S.
D.A.P.M.

EMBARKATION - CONVOY U.S.10

Reference S53/10/50 of 1 April, 41.

The following schedule will operate for the movement of personnel from Camp to wharf and for embarkation:-

- DATE OF EMBARKATION. The first day of embarkation will be D day the second D + 1 day.
D. Day will be advised later.

2. MOVE FROM NORTHAM.

(a) The following reinforcements and details of units will leave Northam by Special Trains at 0630 hours and 0650 hours on D Day arriving at Fremantle wharf at 1000 hours and 1020 hours respectively.

<u>Train No.1</u>	- 6 & 7 Reinf. 2/3 Fd. Regt.	2 Off. 54 O.R.	- 56
<u>to leave at</u>	6 & 7 Reinf. 2/11 Bn.	4 " 156 "	160
<u>0530 hrs.</u>	3 & 4 Reinf. 2/16 Bn.	4 " 156 "	160
		2 Voyage only officers	2
For Transport MM	---	Total all ranks	<u>378</u>

<u>Train No.2</u>	- 2 & 3 Reinf. 2/28 Bn.	4 Off. 156 O.R.	160
<u>to leave at</u>	2/3 M.G. Bn. Details	6 " 133 "	139
<u>0650 hrs.</u>	66 L.A.D.	" 11 "	11
	2 & 3 Reinf. 2/4 A. Tk. Coy.	16 "	16
	2/3/4 " 9 Div. Mob. Bath	3 "	3
	2/3/4 " 9 " Salv. Unit	3 "	3
	2/3/4 " 9 " Mob. Ldry. & Dec. Unit	9 "	9
		3 Voyage only officers	3
For Transport MM	---	Total all ranks	<u>344</u>

(b) The following draft will leave Northam by train at 0700 hours on D + 1 day arriving at "F" shed Fremantle wharf at 1100 hours.

For Transport OO - Det. 4 Res. M.T. Coy. 2 Off. 90 O.R.
(D. Sec.)

(c) On arrival of trains at Fremantle wharf Voyage only officers, O.C. 2/3 M.G. Bn details and O.C. 4 Res. M.T. Coy. will detrain and report to E.S.O. at centre of train without delay.

A.A.F. T.51 in quadruplicate and certificates re Kits (para 18 of SM.53/10/50 of 1 Apr.41) will be handed to E.S.O. E.S.C. will give the order to detrain and troops will fall in opposite their respective coaches without delay and will march to wharf shed as directed by E.S.O. Embarkation will then proceed as ordered by E.S.O.

3. MOVE FROM CLAREMONT. Details from Claremont will move by bus as follows:-

(a) Party No.1 will embus by 1 bus and leave Claremont at

0840 hours on D. day and proceed to embarkation Staff Office "E" shed Victoria Quay arriving at 0900 hours.

For Transport NN. - Details	1 Res. M. T. Coy.	1 O.R.	1
"	7 Div. Supp. Col.	10 "	10
"	Postal Reinfs.	9 "	9
"	2/23 Bn.	1 "	1
"	2/9 Bn.	1 "	1
"	7 A. G. H.	1 "	1
"	2/6 Bn.	1 "	1
"	N. Z. E. F.	1 "	1
For Transport PP. - Details	2/9 A. Fd. Regt. 2 Off.		2
"	2/1 Survey Regt.	1 O.R.	1
"	A. A. Bde. H. Q. Sigs.	1 "	1
"	H. Q. 1 Adv. W/shop 1 Off.		1
"	H. Q. 9 Div. Sigs. 1 "		1
Total all ranks			<u>31</u>

This party will be in charge of 1 officer embarking to be detailed by C.O. Western Command General Details Camp. On arrival at "E" shed troops will remain in bus until ordered by E.S.O. Officer i/c will report to E.S.O. at Embarkation Staff Office.

This party will link up at "E" shed with party from Detention Barracks (para 4) and R.A.A.F. party (para 5) and will be embarked under instructions of E.S.O.

(b) Party No. 2 will embus by 2 buses at Claremont at 0900 hours on D day and arrive at "G" shed Victoria Quay at 0920 hours.

For Transport MM. - Details	of 9 Div. Cav. Regt.	2 O.R.	2
"	2/11 A. Fd. Regt. 1 Off.	1 "	2
"	7 Div. Sigs.	6 "	6
"	9 " "	7 "	7
"	Special Sigs. Reinf.	19 "	19
3/4 Reinf.	2/2 Fd. Pk. Coy.	12 "	12
"	2/7 Fd. Amb.	14 "	<u>14</u>
Total all ranks			<u>62</u>

C.O. Western Command General Details Camp will appoint an officer embarking in charge of each bus and these officers will report to E.S.O. at "G" shed on arrival.

Troops will remain in buses until ordered by E.S.O.

(c) Party No. 3. The following details will be forwarded to "F" shed Fremantle under arrangement to be made by C.O. Western Command General Details Camp on D + 1 day arriving at 1045 hours.

For Transport OO. - Details	2/3 M. A. C.	1 O.R.	
"	2/20 Bn.	1 "	
"	2/18 Bn.	1 "	
Total			<u>3</u>

C.O. Western Command General Details Camp will detail 1 Senior N.C.O. of Camp Staff in charge of party, who will report to E.S.O. on arrival at "F" shed.

4. MOVE FROM DETENTION BARRACKS. Details from Detention Barracks as under will be conveyed to "E" shed under arrangements to be made by O.C. Detention Barracks and will report to E.S.O. at 0900 hours on D. day.

For Transport NN. - Details	2/24 Bn.	1 O.R.	
"	2 A. F. W/shops	1 "	
"	2 A. A. W/shops	1 "	
"	N. Z. E. F.	12 including	
		1 O.R. ex	
		Civil gaol	
Total			<u>15</u>

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- 5. R.A.A.F. Details of R.A.A.F.- 5 officers and 18 Sgts.- embarking will report to E.S.O. at "E" shed at 0900 hours D. day for embarkation on Transport PP.
- 6. MEDICAL. One A.A.M.C. Reinf. officer and one member of A.A.N.S. will report to E.S.O. on D. day at 0930 hours at "G" shed for embarkation on Transport MM. Transport arrangements to wharf will be arranged by D.D.M.S.
- 7. UNIT WAR EQUIPMENT AND HEAVY BAGGAGE. Separate instructions have been issued.
- 8. PERSONAL KITS AND OFFICERS BAGGAGE. Kits and equipment will be carried by troops from Northam Station, Western Command General Details Camp and Detention Barracks until embarked. Commandant Northam will arrange M.T. for kits from Camp to Northam Station.
All officers baggage from Northam will be stowed in luggage van of second train and will be unloaded and shipped under arrangements made by Embarkation Staff.
Officers baggage from Western Command General Details Camp will move if possible by bus otherwise O.C. will arrange M.T.
- 9. PERCENTAGE OVERSTRENGTH TO REPLACE CASUALTIES. The following personnel additional to War Establishment will be equipped by H.Q. Northam and held in Camp to replace any casualties.

Reinfs.	2/3 Fd. Regt.	2 O.R's
"	11 Bn.	3 "
"	16 Bn.	3 "
"	28 Bn.	3 "
"	24 A.Tk. Coy.	2 "
"	9 Div. Mob. Bath	1 "
"	" Salv. Unit	1 "
"	" Mob. Ldry.	1 "
4 Res.	M.T. Coy.	3

Personnel will be maintained ready for immediate movement to Fremantle by M.T. as required by E.S.O. who will advise H.Q. Northam when party may be dismissed.
Any substitutes sent to wharf will be accompanied by a Senior N.C.O. of Camp Staff.

- 10. TRANSPORT. Except when otherwise stated D.A.Q.M.G. (M & Q) will arrange all transport.
- 11. SMOKING. All ranks embarking will be warned that smoking is STRICTLY PROHIBITED from the time troops detrain or debus until dismissed on board Transport after embarkation.
- 12. SECRECY. Too much stress cannot be placed upon the importance of preventing any leakage of information in respect of movement overseas, particularly to the dates and times transports will be available for loading, embarkation and subsequent departure.
- 13. Please acknowledge on A.A.F. A.57 attached.

Robert M. Hoad

Colonel-in-charge Administration, Western Command.
(O.V. HOAD)

Distribution:

- | | | |
|------------------|--------------------------|---------------------------------|
| No. 1. G.O.C. | 9. D.A.Q.M.G. | 21. C.O.W. Comd. Gen. Det. Camp |
| 2. D.N.O. | 10. D.A.Q.M.G. (M & Q) | 22. D.A.F.M. - O.C. Det. Bks. |
| 3. Col. i/c Adm. | 11. D.A.A.G. | 23, 26 - Spares (4) to |
| 4. G.S.O. | 12. D.A.D.C.S. | D.A.Q.M.G. (M & Q) |
| 5. I.S.G.S. | 13. D.F.O. | |
| 6. D.D.M.S. | 14. D.R.O. | |
| 7. A.A.G. | 15. War Diary | |
| 8. A.Q.M.G. | 16/20. Cmdt. Northam (5) | |

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COLOMBO LEAVE

APPENDIX III

LEAVE

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APPENDIX "A".

DISSEMBARKATION AND RE-EMBARKATION
PROGRAMME 27 APR / 28 APR '41.

<u>VESSEL</u>	<u>Carrying Capacity.</u>	<u>Personnel to Travel Ashore.</u>
Lady Duhaque	200	Mess Orderlies 120. (See para 5). Picquet 32. (See para 4 c.) 48 personnel Block I.
Eschera	135	Block I.
Mascotte	85	Block I.
Lina	60	Block I.

Block I will continue to use these Ferries until disembarkation is completed followed by Block II and Block III.

Ship's Staff, A.A.N.S. Y.W.C.A. passengers, Chaplains, Red Cross Representatives will disembark with Block III.

Commencement of Disembarkation will be 0730 hrs each day.

Dismissal point will be Galle Face Green.

Personnel will be landed at Melbourne Jetty and will be marched to dismissal point via Queen Street-Galle Face. Personnel will re-assemble first party at 1600 hrs and subsequent parties at 15 minute intervals.

The vessel Lady Mackay, with carrying capacity of 100 personnel, will become available during the course of disembarkation.

Block II and Block III will post a responsible N.C.O. at the gangway with instructions to inform respective blocks of when disembarkation is ready to take place. Columns will be ready to move immediately this information is communicated.

An officer from Block III will meet Mrs McDougall, a Nurse and a Chaplain in the Palm Court 27 Apr '41 and advise them the time the Y.W.C.A. representatives, nursing staff and chaplains are to disembark.

C.O. Block III will ensure that provision is made for breakfast mess orderlies leaving the ship at the conclusion of their duties. The Captain of the Day will marshal mess orderlies for disembarkation.

.....

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that morning and will return on the last ferry.

28 Apr '41 Breakfast all sittings:-		
Block 11	---	80 O.R's.
Block 111	---	40 O.R's.
Evening Meal	---	
Block 1	---	80 O.R's.
Block 111	---	40 R.R's.

Instructions regarding departure and return will be the same as for 27 April '41.

6. SENTRIES: All ranks will be warned that there are sentries all along the water-front, and if challenged personnel must answer and obey orders of sentries.

7. DRESS:- Officers may wear open neck shirts (without jackets) with ribbons.

8. PERSONNEL NOT PROCEEDING ON LEAVE 28 Apr '41. Units will submit a return to ship's H.Q. by 2100 hrs 27 Apr '41 of personnel not desiring to take leave on 28 Apr '41. This return is essential to ensure messing arrangements 28 Apr '41.

9. HOSPITAL ARRANGEMENTS. The S.M.O. will detail one Medical Officer one Nurse, 1 N.C.O. and 4 orderlies to remain on board for duty each day.

10. AIR MAILS AND CABLEGRAMS. (a) Air Mail letters to Australia may now be accepted by Blocks for censorship together with a fee in Ceylon currency of one rupee per half ounce. After censorship the mails, together with the fee, are to be delivered to the Ship's Postal Officer for posting on shore.

(b) Cablegrams may also be accepted by Blocks on the forms provided for censorship, together with the necessary fee in Ceylon currency. The fees are as follows:-

1 Rupee 70 cents for a minimum of 6 words. (Address not charged), plus 30 cents for each extra word.

The address of each cable should be preceded by the indication in block letters E.F.M. and the signature must include or consist of the senders surname. If the supply of forms is insufficient, half sheets of note paper may be used. After censorship, cablegrams, together with fees are to be delivered to the ship's postal officer separately from air mail. Both air mail and cablegrams will be accepted by the ship's post office up to 0730 hrs 27 April '41.

So far as can be ascertained these air mails and cablegrams will NOT be forwarded from Colombo for at least ten days.

11. NOMINAL ROLLS OF TROOPS DISEMBARKING. An officer will be in charge of each vessel going ashore. On disembarkation he will take annominal roll of all personnel which will be checked against the personnel re-embarking.

.....Ca pt.
Ship's Adjutant.

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BN. ROUTINE ORDERS PT I

APPENDIX IV

39

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

Pt 1

No 88/41

Lieut Col A S Blackburn V C

by

31 Mar 41

1. FIELD DUTIES MOUNTING RETREAT

	<u>31 Mar 41</u>	<u>1 Apr 41</u>	<u>2 Apr 41</u>
Ord Officer	Lieut M R Schottelius	Lieut F I M Burden	Lieut H E Fraser
Ord Sjt	Sjt J Redward	Sjt G C Bell	Sjt G H Lush
Ord Coy	Col C E McCulloch A	Col J D Plattett B	Col W McKerrow C

2. CAMP DUTIES MOUNTING RETREAT

Field Officer	Maj M A Walloscheck	-	Major A H Young
Camp Guard	2/3 M G Bn (8)	"	-
Wet Canteen	Frequet 2/3 M G Bn (15)	"	-

3. RIFLES

Officers will carry out an inspection to ascertain that all Rifle and Bolt numbers correspond.

4. MUSTER PARADE

Coys will hold Muster Parades at the following hours:-

H Q Coy	--	0900 hrs
A Coy	--	0945 "
B Coy	--	1030 "
C Coy	--	1115 "
E Coy	--	1200 "
B H Q Coy	-	1230 "

Reference is drawn to memo issued in connection with Muster Parade.

5. CANTEEN CASH REGISTERS

Commencing on Tuesday 1 Apr 41 it will be the duty of the Orderly Officer of the units occupying areas 1, 6 and 7 to check daily the readings and cash in the Cash Registers of the Canteen situated in, or adjacent to, their respective areas. This must be done immediately the Canteen closes, and the amounts entered in a book provided for the purpose, and signed in ink by the Officer concerned. Any alterations or erasures in the book must be initialled in ink by the O. O. and the book will be handed to the Canteen Manager or his responsible representative each day.

6. RETREAT AND REVEILLE

Commencing on Tuesday 1 Apr 41 "Reveille" will be sounded at 0630 hrs and "Retreat" at 1730 hrs. This will continue until further notice.

7. CANTEEN HOURS

Commencing Monday 31 Mar 41 and until further notice Canteen hrs will be as under :-

MONDAY - SATURDAY (inclusive)

MORNING

Dry Canteen only	0700 hrs -	0830 hrs
MIDDAY	1230 hrs -	1330 hrs
<u>EVENING</u> Both Wet & Dry	1630 hrs -	1730 hrs
	1830 hrs -	2100 hrs

8. ROUTINE

On the 1 Apr 41 and until further notice the following alterations will be made to the Daily Routine:-

Reveille	--	0630 hrs
Roll Call	--	0700 hrs
Breakfast	--	0800 hrs
Parade	--	0900 hrs
Camp Duties Parade	-	1700 hrs
Bn Duties	--	1720 hrs
Retreat	--	1730 hrs
Mens' Mess	--	1800 hrs.

M R Schottelius Lieut
for Adjnt 2/3 M G Bn A I F

AUSTRALIAN IMPERIAL FORCES

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ROUTINE ORDERS

Pt 1

No89/41

by

Lieut Col A S Blackburn V C

1 Apl 41

1. BN DUTIES MOUNTING RETREAT

	<u>1 Apl 41</u>	<u>2 Apl 41</u>	<u>3 Apl 41</u>
Ord Officer	Lieut F L M Burden	Lieut H L Fraser	Lieut C G B-Moore
Ord Sjt	Sjt G C Bell	Sjt G H Lush	Sjt A J Dodson
Ord Cpl	Cpl J D Plunkett	Cpl W McKerrow	Cpl C W Button
Duty Coy	B	C	H & E

2. CAMP DUTIES MOUNTING RETREAT

Field Officer	Capt R R Gordon	Major A H Young	Capt H Grainger
---------------	-----------------	-----------------	-----------------

3. ROUTINE

As from and including Wednesday April 2 the morning and afternoon parades will commence at ~~0800~~ 0900 hrs and 1400 hrs respectively.

M F Bonnin
M F Bonnin Lieut
for Adjt 2/3 M G Bn A I F

NOTICE.

VX17002 Pte F J ALEXANDER

The above man a member of B Coy died in Hospital on Sunday 30 Mar 41. Two wreaths, one from the C O, Officers and Men of the Bn and one from No 7 Pl have been forwarded to Melbourne.

FOUND Found at the Boxing Ring one Hat F S. Branded L W. Apply B H Q.

*Admission
Library*

AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

Pt 1

41

No 90/41

Lieut Col A S Blackburn V C

by

2 Apl 41

1. BN DUTIES MOUNTING RETREAT

2 Apl 41

3 Apl 41

4 Apl 41

Ord Officer Lieut H L Fraaer
Ord Sjt Sjt G H Lush
Ord Cpl Cpl W McKerrow
Duty Coy C

Lieut C G B-Moore
Sjt A J Dodson
Cpl C W Button
HQ & E

Lieut J C Hayne
Sjt T A Gilpin
Cpl A D Chenery
A

2. CAMP DUTIES MOUNTING RETREAT

Field Officer Major A.H. Young
Bath Day (4th) -

Capt H.G. Greiner
2/3 M.G.Bn

Capt E.R. Lawson
-

3. DRESS

It has been reported by the Provost Marshal that members of this unit are appearing at Adelaide incorrectly dressed, in that the tunic collar is not fastened. In future any member wearing the uniform incorrectly will be dealt with. Shirt collars showing outside the tunic is NOT allowed.

4. COURT OF INQUIRY

A Court of Inquiry consisting of the following officers will assemble at Woodside at 0900 hrs 3 Apr 41:-

Capt H.F. Beaney - President
Lieut M.F. Bonnin) - Members
Lieut F.L.M. Burden)

The Court will investigate the circumstances of and report upon the death of VX17002 Pte Alexander F.J.

5. CAMP CONCERTS

In future Duty Unit will be required to provide 5 N.C.Os to act as ushers during authorized concerts held in this camp. Coys concerned will provide the above duty when concerts are advertised in E/R/Os.

6. GUARDS AND PICQUETS

The following detail covering the tour of duty and personnel of Camp Guard, Picquets, etc is promulgated for general information:-

Camp Guard - 1 Off, 3 N.C.Os, 19 O/Rs, 1 Bugler. Marker reports to Camp H.Q. 1710 hrs. Parade 1720 hrs. Duty - Retreat to Retreat.

Inlying Picquet - 1 Off, 1 Sjt, 21 O/Rs. Marker reports Camp H.Q. 1710 hrs. Parade 1720 hrs. Duty - Retreat to Retreat.

Wet Canteen - 1 Off, 1 Sjt, 4 O/Rs. Mount Duty at Camp H.Q. 1700 hrs., and remain on duty until Canteen closes and Commander gives the "All Clear".

Area Fatigue -(Duty Unit) - 1 N.C.O., 6 O/Rs. Duty 0830 hrs daily and as required.

YMCA Fatigue - (Duty Unit) - 2 O/Rs. Report 0900 hrs daily YMCA Hut.

C.H.Q Runners - (Duty Unit) - Report C.H.Q. 1800 hrs. Duty - Retreat to Retreat.

J.K. Lynch
J.K. Lynch, Capt
Adj 2.3 M.G.Bn AIF

FOUND Leather money belt.

NOTICE
Apply B.H.Q.

AUSTRALIAN IMPERIAL FORCES

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ROUTINE ORDERS

Pt 1

No 91/41.

bv

Lieut-Col A.S. Blackburn V.C.

Apr
3 ~~XX~~ 41.

1 BN DUTIES MOUNTING RETREAT

	<u>3 Apr 41</u>	<u>4 Apr 41</u>	<u>5 Apr 41</u>
Ord Officer	Lieut C G B-Moore	Lieut J.C. Hayne	Lieut J.J. Edwards
Ord Sjt	Sjt A.J. Dodson	Sjt T A Gilpin	Sjt E W Love
Ord Cpl	Cpl C W Button	Cpl A D Chenery	Cpl O. White
Duty Coy	HQ & E	A	B

2. CAMP DUTIES MOUNTING RETREAT

Field Off	Capt H G Greiner	Capt E R Lawson	Capt W. Perry
Bath Day	4th 2/3 M G Bn		

3. CLOSED CAMP.

On Sunday 6 Apr 41 the Camp Area will be closed to all visitors.

4. BN VEHICLE PARK PICQUET.

The Bn Vehicle Park Picquet will NOT be required to mount duty until further notice.

5. INCINERATORS.

The depositing of tins, broken bottles, etc., in Camp Incinerators must cease.

J.K. Lynch
 J.K. LYNCH CAPT
 Adjt 2/3 M G Bn AIF.

NOTICES.

CHURCH SERVICES. Holy Communion will be celebrated in the C of E Hut at the following times -
 0700 hrs on Friday and Saturday 4 and 5 Apr 41
 0730 hrs on Sunday 6 Apr 41
 Church Parade will be held in Y M C A Hut at 0930 hrs on Sunday 6 Apr 41.
 Mass will be celebrated in the R.C. hut at the following times:-
 0700 hrs Fri and Sat 4 and 5 Apr 41.
 0930 hrs Sun 6 Apr 41.

LOST

A steel helmet was lost on 2 Apr 41. Finder return to A Coy.

oooooooooooooooooooooooo

Adj't

AUSTRALIAN IMPERIAL FORCES

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Pt 1

ROUTINE ORDERS

No. 92/41

By

Lt.-Col A.S.Blackburn V.C.

4 Apr 41.

1. BN DUTIES MOUNTING RETREAT -

	<u>4 Apr 41</u>	<u>5 Apr 41</u> XXXXXXXX	<u>6 Apr 41</u>
Ord Officer	Lieut J.C.Hayne	Lieut J.J.Edwards	W.A.Paterson
Ord Sjt	Sjt T.A.Gilpin	Sjt E.W.Love	Lieut XXXXXX
Ord Cpl	Cpl A.D.Chenery	Cpl O.White	Sjt P.W.F-Staite
Duty Coy	A	B	Cpl J.H.W.Arnold
			B

2. CAMP DUTIES MOUNTING RETREAT -

Field Offer	Capt E.R.Lawson	Capt W.Perry M.C.	Capt H.Thomas
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3. GREASE TRAPS - CAMP AREAS

The grease traps in the Camp Area will be inspected by the E.S.B. each Monday, Wednesday and Friday morning. Unit Pioneers will lift the lids, which will be replaced by the E.S.B. after inspection.

4. CLOSED CAMP

On Sunday 6 Apr 41 the Camp area will be closed to all visitors.

5. LOSS OF RIFLE

H.Q. S Comd advise rifle No. 46666 has been lost. Coys will check all rifle Nos. and report to B.H.Q. by 1200 hrs 5 Apr 41.

6. LOSS OF TELESCOPE 24/39 Bn No. 33498 or No. 5795

A thorough search will be made in an effort to discover the missing telescope. Coys will report to B.H.Q. by 1200 hrs 5 Apr 41.

J.K. Lynch
 J.K. Lynch, Capt
 Adj't 2/3 M.G. Bn AIF.

NOTICE

1. LOST

Swan fountain pen and silver Eversharp pencil in a blue case. "Weso" written on the back of same. Return to B.H.Q.

Advt

AUSTRALIAN IMPERIAL FORCES

44

ROUTINE ORDERS

Pt1.

No 93/41

Lieut Col A S Blackburn V C

by

5 Apl 41

1. BN DUTIES MOUNTING RETREAT

5 Apl 41

6 Apl 41

7 Apl 41

Ord Officer Lieut J J Edwards
Ord Sjt Sjt E W Love
Ord Cpl Cpl J White
Duty Coy B

Lieut W A Patterson
Sjt P.W.F-Staite
Cpl J H W Arnold
B

Lieut A R a'Beckett
Sjt R James
Cpl J S Brocksopp
C

2. CAMP DUTIES MOUNTING RETREAT

Field Officer Capt W Perry M.C. Capt H Thomas Major C B Farrow

3. CLOSED CAMP

On Sunday 6 Apl 41 the Camp area will be closed to all visitors.

4. STRAW

Before moving out from Woodside Camp, palliasse straw must be dumped at the Salvage Barn, area 7 $\frac{1}{2}$

J K Lynch

J K Lynch Capt
Advt 2/3 M G Bn A I F.

NOTICE.

LOST --

Lost in Sjts ablutions Hat Fur Felt with name in band -- Return to B.H.Q.

AUSTRALIAN IMPERIAL FORCES

45

Adjt
ROUTINE ORDERS

Pt 1

No 94/41

by

Lieut Col A S Blackburn V C

6 Apr 41

1. BN DUTIES MOUNTING RETREAT

6 Apr 41

7 Apr 41

8 Apr 41

Ord Officer	Lieut W A Paterson	Lieut A R a'Beckett	Lieut P R Clemons
Ord Sjt	Sjt P W F-Staite	Sjt R James	Sjt G H Mitchell
Ord Cpl	Cpl J H W Arnold	Cpl J S Brocksopp	Cpl J B Dickie
Duty Coy	B	C	H & E

2. CAMP DUTIES MOUNTING RETREAT

Field Offcer. Capt H Thomas

Major C B Farrow

J. Edwards Hunt
for Adjnt 2/3 M G Bn A I F

Adjt



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AUSTRALIAN IMPERIAL FORCES

ROUTINE ORDERS

Pt 1

No. 95/41

By

Lt. -Col A.S. Blackburn V.C.

7 Apr 41.

1. BN DUTIES MOUNTING RETREAT -

7 Apr 41

8 Apr 41

9 Apr 41

Ord Officer	Lieut A.R. a'Beckett
Ord Sjt	Sjt R. James
Ord Cpl	Cpl J.S. Brocksopp
Ord Duty Coy	C

Lieut P.R. Clemons	Lieut J.B. Ifould
Sjt G.H. Mitchell	Sjt R.R. Holland
Cpl J.B. Dickie	Cpl J.W.H. Jarman
HQ & E	A

2. CAMP DUTIES MOUNTING RETREAT -

Field Officer Major C.B. Farrow

Capt W. Boyle

Capt F.W. Darley

J.K. Lynch

J.K. Lynch, Adjt
Adjt 2/3 M.G. Bn AIF.

NOTICE

1. LOST

Removed from Pinneers' Store Steel Helmet branded on front "104".
Finder return to H.Q. Coy.

AUSTRALIAN MILITARY FORCES

(45)

ROUTINE ORDERS

Pt.1.

Ship
No.1/41.

by

Lieut Col A S Blackburn V C

11 Apr 41

1. SHIP'S DUTIES MOUNTING 1615 HRS.

	11 Apr 41	12 Apr 41	13 Apr 41.
Duty Unit	2/11 A.Fd.Regt.	2/3 M G Bn	
Capt of the Day	Capt J A Pearson	Capt E R Lawson	
Off. of the Day	Lieut F M Grant	Capt H F Beaney	
Sub. of the Day	Lt. L.O.Cordner	Lieut R A McPherson	
Off. of the Guard	Lt. N.R. Macaw	Lieut C G B-Moore	
Ord. Sjt	Sjt A E Hook	Sjt A J Dodson	
Ord. Bugler	Gnr. Turner C C	Pte. Hester A G.	

2. BN DUTIES MOUNTING RETREAT 1615 HRS

Ord. Officer	Lieut M F Bonnin	Lieut J D Hammon	Lt. B G Clennett
Ord. Sjt	Sjt H P Keach	Sjt J G Harris	Sjt F Bowling
Ord Cpl	Cpl A.J.Little	Cpl D.C.Motteram	Cpl B.J.Kelly
Duty Coy	A	B	C

3. SHIP'S DUTIES.

Ship's duties in accordance with para.3 of memo already issued will be supplied by Coys as detailed below.

<u>Duty.</u>	<u>Supplied</u> <u>by:-</u>
Guard	C Coy -, Lieut C.G.B-Moore.
Picquet	HQ & E Coys. - Lieut W.A.Paterson.
Fire Picquet	C Coy - Lieut B.G.Clennett.
Two Runners	C Coy.
Canteen Picquets and Fatigues	HQ & E Coys - Lieut J.C.Hayne.

4. BUGLE CALLS.

When C.O's are required for conferences Ord Trumpeter or bugler will sound "Officers" and followed by a "G". This will be done on "A", "B", Promenade and Sun Decks fore and aft. C.O's will immediately report to O.C.Troops' Cabin.

Reveille. The Ord bugler will sound Reveille in the foyer on "B" Deck and in addition, on all Troop Decks.

5. EMERGENCY STATIONS.

While the present routine is in force, part of the time EACH DAY between 0700 and 0815 will be devoted by Coys to parading their men to their Emergency Stations and making them familiar with the actual stations. Time will also be given to instructing the men daily on their action when the Emergency Signal is given and the quickest correct route from their quarters or training deck to their Emergency Station.

6. ACTION STATIONS.

Officers, N.C.O's, and men not detailed for special duties will take charge of troop decks and troops in cabins by units and await further orders.

7. LIFE BELTS.

All ranks will wear life-belts from reveille to Lights Out.

8. DECKS - See over.

AUSTRALIAN MILITARY FORCES.—SOUTHERN COMMAND

IN REPLY PLEASE QUOTE
NO.

Sheet 2.

8. DECKS.

Sun and Boat Decks are out of bounds to ALL ranks between 1800 and 0600 hrs. Despite any instructions issued re messing, all troops will be marched back to troop decks at 1800 hrs.

J.K.R.
..... Capt
Adj 2/3 M G Bn A I F.

NOTICES.

1. CHURCH PARADES.

Holy Communion will be celebrated at 0700 hrs Easter Day, Sun. 13 Apr 41 in Officers' Lounge.
Church Pde will be held at 0930 hrs on Sun Deck - Weather Permitting.

2. LOST

Two Money belts have been lost. Finders return to B H Q.

3. FOUND

A leather money-belt has been returned to B.H.Q.

ADDENDA TO ORDERS.

9. RETURN OF KIT-BAGS UNIVERSAL.

Coys will hand in kit-bags universal to the Ship Q.M. at 1145 hrs 12 Apr 41. These kit-bags will NOT be available again until dis-embarkation.

10. RETURN OF RIFLES.

Coys will hand in rifles THOROUGHLY OILED to the Ship Q.M. at 1045 hrs 12 Apr 41.

NOTE. - Both paras 9 & 10 refer to all ranks NOT quartered in cabins. Coys will carry out these instructions in the order B H Q, HQ, A, B, C and E Coy.

J.K.R.
..... Capt
Adj 2/3 M G Bn A I F.

FURTHER ADDENDUM

11. ALTERATION TO ROUTINE.

Unless otherwise ordered Block III will mess on Sat 12 Apr 41 at 0830, 1330 and 1900 hrs. Mess orderlies will report at 0500 hrs.

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adjt

AUSTRALIAN MILITARY FORCES

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ROUTINE ORDERS

Pt.1

Ship
3/41.

1. SHIP'S DUTIES MOUNTING.

	<u>13 Apr 41</u>	<u>14 Apr 41</u>	<u>15 Apr 41</u>
Duty Unit	Group 1 Re-Infemts	Group 2 Re-Infemts	Group 3 Re-Infemts.
Capt of Day	Lieut Vanderkelen	Lieut Eastick	
Off of Day	Lieut Daley	Lieut Hobson	
Sub of Day	Lieut Hatwell	Lieut Burghard	
Off of Guard	Lieut Archer	Lieut Bavin	
Ord Sjt	to be detailed	Sjt Wells	
Ord Bugler	to be detailed	Tpr Page.	

2. BN DUTIES MOUNTING

Ord Off	Lieut M.F. Bonnin	Lieut M.F. Bonnin	Lieut M.F. Bonnin
Ord Sjt	Sjt F. Bowling	Sjt O.M. Parsons	Sjt R.T. Allanson
Ord Cpl	Cpl B.J. Kelly	Cpl T.A. Gatenby	Cpl K.M. Tregear
A/A Defence	A	C	H Q & E
Duty Coy	C	H Q & E	A

3. A/A/ DEFENCE.

The Duty of A/A Defence will mount at 1100 hrs on the day shown.

4. LOUNGES.

The allocations have been made :-
 Officers - Smoking Room, starboard side, Promenade deck.
 W.O.'s & N C O's - Lounge, Port Side, Promenade deck.
 O/R's. - Grand Lounge.

5. BLACK-BOARDS.

Coys will advise BHQ by 1700 hrs daily of their requirements for Black-boards, chalk and dusters for the following day.

6. SHIP'S DUTY RUNNERS.

In future both runners will report to Ship's Orderly Room.

7. SMOKING.

DURING THE DAY. Smoking is permitted during the day in the following areas
 All open decks, including promenade deck, public rooms, mess rooms and Foyer B Deck.

DURING THE NIGHT. Public rooms, Foyer B Deck and Mess Rooms.
 Smoking is strictly prohibited in alleyways and troop decks.

8. MOVEMENT. Attention is drawn to ~~Administrative Instruction, para II (1)~~ Administrative Instruction, para II (1)

9. WASHING OF CLOTHES.

Salt Water soap is on sale at the Dry Canteens. Owing to the shortage of fresh water, on no account is it to be used for washing of clothes. All ranks will have to use salt water for this purpose and "Sea" soap. It is imperative that this instruction be carried out.

10. TROOPS LOUNGE. All other ranks will vacate Grand Lounge and after Lounge by 2145 hrs daily. The Duty Unit will supply a fatigue of 1 N C O and 10 O/R's to clean up both lounges at 2145 hrs. These men will sleep with the Picquet.

11. ISOLATION HOSPITAL. This Hospital is Out of Bounds to all ranks. Visiting is only to be allowed by permission of hospital medical officer or S.M.O.

12. OFFICERS' MESS. The Officers' evening meal has been altered from 1900 hrs to 1915 hours.

13. BLACKOUT. The hrs of the "black out" this evening are :-1750 hrs to 0640 hrs.

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14. CANTEENS

Canteen hours are ~~XXXXXX~~ as follows :-

DRY CANTHEEN ----- Forward C Deck 1030 to 1200 hrs
 1400 to 1645 hrs
 1730 to 2000 hrs
 Aft B Deck----- 1030 to 1330 hrs
 1430 to 1900 hrs
 Aft A Deck----- 1030 to 1330 hrs
 1430 to Black out.

WET CANTHEEN-----Promenade deck Port Side --- 1700 - 1900hrs.

[Signature]
Capt
 Adjnt 2/3 M G Bn AIF.

NOTICES.

LOST - One Gaiter- marked SK8792 C.E.Allchurch.

FOUND.- Khaki Scarf- Found in Moss Vale Tea Rooms. Apply BHQ 2/3 M G Bn

AUSTRALIAN MILITARY FORCES

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2/3 M G Bn A I F

Ship
2/41

ROUTINE ORDERS

Pt 1

by

Lieut Col A S Blackburn V C

12 Apr 41

SHIP'S DUTIES MOUNTING 1615 Hrs

	<u>12 Apr 41</u>	<u>13 Apr 41</u>	<u>14 Apr 41</u>
Duty Unit	2/3 M G Bn	Group 1 Reinfts.	
Capt of the day	Capt E R Lawson	Lt. Vanderkelen	
Off of the day	Capt H F Beaney	Lt. Daley	
Sub of the day	Lieut R A McPherson	Lieut Hatwell	
Off of the Guard	Lt. C G B-Moore	Lieut Archer	
Ord Sjt	Sjt Shea C	to be detailed.	
Ord Bugler	Pte Hester A G	to be detailed.	

2. BN DUTIES MOUNTING 1615 hrs

Ord Off	Lieut M F Bonnin	Lieut M F Bonnin	Lieut M F Bonnin
Ord Sjt	Sjt J G Harris	Sjt F Bowling	Sjt O M Parsons
Ord Cpl	Cpl D C Motteram	Cpl B J Kelly	Cpl T A Gatenby
Duty Coy	B	C	HQ & E

~~XXXXXXXXXXXXXXXXXXXX~~

3. SAFETY PRECAUTIONS

All ranks are warned against sitting on the Ship's Rails or in any other places from which it is possible to fall overboard. In the event of anyone falling overboard the Master of the Ship is under orders from Higher authority not to stop.

4. BLACKOUT

The hours for the blackout this evening are from 1810 hrs to 0630 hrs.

5. REPAIRS

Coys will submit daily to B H Q by 0800 hrs list of repairs requiring attention.

6. TIME

All clocks will be retarded one hr. at Midnight 12/13 Apr 41.

7. BOUNDS

All spaces containing machinery on C deck are out of Bounds to all personnel.

8. FRESH WATER

The fresh water supply will be cut off daily from 0900 hrs to 1800 hrs. Personnel will fill Water bottles daily before 0900 hrs for drinking purposes.

9. LIGHTS.

A Member of the Ship's Coy will meet the Capt of the Day at the Ship's Orderly room at 2200 hrs to switch off all lights in Public rooms. Coys will ensure that "lights out" is strictly observed.

OVER

TELEPHONE

AUSTRALIAN MILITARY FORCES.—SOUTHERN COMMAND

IN REPLY PLEASE QUOTE
No.

ROUTINE ORDERS CONT.

10. COMPLAINTS

Coys will instruct troops that complaints must NOT be made to the Ship's staff, but forward them through the usual channels, i.e. through pl and coy to B H Q.

11. CABINS

To allow for cleaning, all cabins are to be vacated by 0800 hrs until 1100 hrs.

12. RUBBISH

Rubbish must not be thrown overboard during daylight hours. Boxes for rubbish will be made available to-day and placed in each troop deck section. Orderly officers will supervise the throwing of rubbish overboard. All rubbish is to be dumped overboard at 30 minutes after black out, which will vary from day to day. The Subaltern of the Day will contact the Staff Commander each afternoon to ascertain from which deck rubbish is to be dumped.

13. CHURCH PARADES.

The following Church Parades will be conducted Sunday 13 Apr 41:-

- General
Church of England. Holy Communion 0620 hrs, Men's lounge.
Chaplain A L Bulbeck.
- Roman Catholic. Mass 0620 hrs. Officer's Lounge; Mass 0915 Sjts Lounge,
Starboard side. Chaplain W G Cantwell.
- United Church. Holy Communion 0945 hrs, Officer's lounge.
Chaplain A H Stewart.

Unit Church Parade.
2/3 M G Bn General Parade 0930, Sun deck. Chaplain L N Blakeway.

Early services are voluntary for all wishing to attend and not required for duties.

14. PAY.

Orderly room clerks to report to Pay Serjeant Griff Cabin 274 A Deck at 0900 hrs Sunday 13 Apr 41.

.....Capt
Adjnt 2/3 M G Bn A I F

AUSTRALIAN MILITARY FORCES.

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ROUTINE ORDERS

Pt.1

Ship
No.4/41

by

Lieut Col A S Blackburn V C

14 Apr 41

1. SHIP'S DUTIES MOUNTING:

	<u>14 Apr 41</u>	<u>15 Apr 41</u>	<u>16 Apr 41</u>
Duty unit	Gp II Reinfcmts.	Gp 8 Reinfcmts	
Capt of Day	Lieut Eastick	Cap t Pannel	
Off of Day	Lieut Hobson	Lieut O.D.Gooden	
Sub of Day	Lieut Burghard	Lieut L.J.Pollard.	
Off of Guard	Lieut Bavin	Lieut Lethbridge.	
Ord Sjt	Sjt Weals	Sjt Gabb A.G.	
Ord Bugler	Tpr Page	To be detailed.	

2. BN DUTIES MOUNTING:

Ord Off	Lieut M.F.Bonnin	Lieut M.F.Bonnin	Lieut M.F.Bonnin
Ord Sjt	Sjt O.M.Parsons	Sjt R.T.Allanson	Sjt S.Sheppard
Ord Cpl	Cpl T.A.Gatenby	Cpl K.M.Tregear	Cpl G.H.Raleigh
A.A. Defence	C	HQ & E	B
Duty Coy	HQ & E	A	B

3. LEAVE. Transport M.M. will not berth at Fremantle, but will anchor in mid-stream; consequently NO leave will be granted.

4. RETARDING OF CLOCKS. All clocks will be retarded one (1) hour at midnight 14/15 Apr 41.

5. BLACK-OUT TIME. The hours for "blackout" this evening are 1830 hrs to 0625 hrs 15 Apr 41.

6. CONFIRMATION & RELIGIOUS INSTRUCTION. Those desiring to be prepared for Confirmation in the Church of England, or for Communicant membership in the Presbyterian Church are requested to apply as early as possible to the Padre of the Unit.

Any Roman Catholic troops requiring religious instruction may make arrangements with Chaplain Cantwell. Roman Catholic troops can also obtain Prayer Books, rosaries or medals from the R.C. Chaplain.

7. SHIP'S CONCERT. The Ship's Concert Party will present a concert tonight in the Grand Lounge at 2000 hrs. In order to arrange seating accommodation the Lounge will be cleared of all troops by 1915 hrs and re-opened at 1945 hrs. No bottled liquor is to be taken to the Concert.

8. QUARTERS. Coys will see that all troops move immediately into their correct quarters. Attention is drawn in this regard to Para 17 Bn Admin Instruction for Voyage.

..... Capt
Adj't 2/3 M G Bn A I F.

IN REPLY PLEASE QUOTE

AUSTRALIAN MILITARY FORCES - SOUTHERN COMMAND

TELEPHONE

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS

Pt.1

Ship
No.5/41

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by

Lieut Col A S Blackburn V C

15 Apr 41

1. SHIP'S DUTIES MOUNTING 1615 HRS

	<u>15 Apr 41</u>	<u>16 Apr 41</u>	<u>17 Apr 41</u>
Duty Unit	Group 9 Reinfmts	9 Div Cav Regt	2/11 Army Fd Regt
Capt of the Day	Capt E M Inglis	Capt J Irving	
Off of the day	Lieut P L Ferrler	Lieut J M Clements	
Sub of the day	Lieut G Haniford	Lieut W H Koster	
Off of the Guard	Lieut Kimber	Lieut W G Inglis	
Ord Sjt	Sjt Meir C T	Sjt Adams U B T	
Ord Bugler	Pte Anguin	Tpr Hage R H	

2. BN DUTIES MOUNTING 1615 HRS

Ord Officer	Lieut M F Bonnin	Lieut M F Bonnin	Lt. M F Bonnin
Ord Sjt	Sjt R T Allanson	Sjt S Sheppard	Sjt J A Chrisp
Ord Cpl	Cpl K M Tregear	Cpl G H Raleigh	Cpl J R Lette
A/A Defence	HQ & E	B	A
Duty Coy	A	B	C

3. ROUTINE

Block III (2/3 M G Bn) will take meal and parade timings of Block I as from Reveille on 16 Apr 41 until further notice.

4. BLACK OUT

Instances have occurred where portholes have been opened and lights turned on as soon as Reveille has been sounded. The sounding of Reveille does not mean that lights can be exposed and all ranks must be informed when the time for the "black out" expires and that no lights which can be seen from the outside are to be switched on until then, and that all portholes must remain closed until expiration of blackout. Hours of Blackout this evening are 1810 to 0630 hrs.

5. HOSPITAL CASES AT NIGHT

All emergency cases occurring at night will report at Hospital. The Medical orderly will rouse the Hospital Medical Officer who will treat patient and decree as to whether admission to hospital is necessary.

6. TELEGRAMS

It is understood that Postal Officials will board the ship at Fremantle for the purpose of taking telegrams from troops. The after lounge on the promenade deck will be used for this purpose, and groups will be notified of further details as soon as possible.

7. ACCOMMODATION

The following accommodation has been allotted personnel embarking at Western Command. Personnel occupying these are to vacate same by 0600 hrs 16 Apr 41 :- "A" Deck, Cabins 243, 245, 251, 240, 247, 249, 242 (two berths). "B" Deck 458 seven berths, 456, 454, 5 berths; "D" Deck Section 8, 29 berths, Sec. 39 berths; "C" Deck Section 34, 97 berths; Sec. 32, 54 berths; Sec 29, 42 berths; E Deck Section 1 54 berths; Sec 3, 85 berths, Sec. 4, 79 berths.

8. PAY

Coy Commanders will collect Coy pay at B H Q at 0930 hrs. Coys will make their own arrangements for place of pay parades. H Q Coy will pay B H Q personnel.

J K Lynch

.....Capt
Adjnt 2/3 M G Bn A I F

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AUSTRALIAN MILITARY FORCES.

ROUTINE ORDERS

Pt.1

Ship
No.6/41

by

Lieut Col A S Blackburn V C

16 Apr 41

1. SHIP'S DUTIES MOUNTING 1615

	<u>16 Apr 41</u>	<u>17 Apr 41</u>	<u>18 Apr 41</u>
DUTY UNIT	9th Div Cav Regt	2/11 Arm Fd. Regt	
Capt of the Day	Capt J Irving	Capt K Falconer	
Off of the Day	Lt. J M Clements	XXXXXXXXXXXX Lt. J E Stark	
Sub of the Day	Lt. W H Easter	Lt. R Colclough	
Off of the Guard	Lt W C Inglis	Lt. E Caldwell	
Ord Sjt	Sjt Adams U B T	Sjt Coop A M	
Ord Trumpeter	Tpr Hage R H	Gnr Turner C C	

2. BN DUTIES MOUNTING 1615 hrs

Ord Officer	Lieut M F Bonnin	Lt. M F Bonnin	Lt. M F Bonnin
Ord Sjt	Sjt S Sheppard	Sjt J A Chrisp	Sjt S G Gambling
Ord Cpl	Cpl G H Raleigh	Cpl J R Lette	Cpl J F Hill
A/A Defence	B	A	C
Duty Coy	B	C	D

3. LIFE-BELTS.

Life-belts need NOT be worn while the Ship is at anchorage in port.

4. EMERGENCY STATIONS.

All ranks are informed that on arrival at Emergency stations, personnel are to fall in six deep facing outboard. STRICT SILENCE will be maintained. NO SMOKING WILL BE PERMITTED.

To avoid any misunderstanding on arrival at emergency stations where there are personnel from more than one unit, the senior officer present will be O.C. station.

J K Lynch
..... Capt
Adj 2/3 H & Bn A I F.

NOTICES.

1. "ABOUT SHIP"

The Ship's newspaper will be on sale on Thursday.

RSM

AUSTRALIAN MILITARY FORCES.ROUTINE ORDERSPt 1
byShip
No 7/41

Lieut-Col A.S.Blackburn V.C.

17 Apr 41.

1. SHIP'S DUTIES MOUNTING 1615.

	<u>17 Apr 41</u>	<u>18 Apr 41</u>	<u>19 Apr 41.</u>
Duty Unit	2/11 Army Fd Regt	2/3 M G Bn	
Capt of the Day	Capt K.Falconer	Capt H.G.Greiner	
Off of the Day	Lt. J.E.Starke	Capt R.R.Gordon	
Sub of the Day	Lt.R.Colclough	Lt.M.R.Schottelius	
Off of the Guard	Lt.N.Caldwell	Lt. R.Hamilton	
Ord Sjt	Sjt Coop A.M.	Sjt Redward J.	
Ord Bugler	Gr. Turner C.C.	Pte Farnham W.	

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2. BN DUTIES MOUNTING 1615 hrs.

Off of Ship's Picquet		Lt.J.J.Edwards	
Off of Ship's Fire Picquet		Lt.H.M.Weir	
Ord Officer	Lt.M.F.Bonnin	Lt. M.F.Bonnin	Lt.M.F.Bonnin
Ord Sjt	Sjt.J.A.Chrisp	Sjt S.G.Gambling	Sjt J.McMinn
Ord Cpl	Cpl J.R.Lette	Cpl. J.F.Hill	Cpl J.M.Crisp
A/A Defence	A	C	D
Duty Coy	C	D	HQ & E
Duty Sjt/Maj.		S/Sjt C.L.Shea	

3. BOTTLE FATIGUE.

The Duty Unit will provide a Bottle Collecting Fatigue to collect all empty beer, and soft-drink bottles. All empty bottles will be placed outside cabin doors and entrances to troop decks prior to 0630 hrs when the fatigue will commence duty. All empty bottles will be returned to the Canteens. Ship's Fire Picquet will mount as Bottle Fatigue.

4. MESSING- (a) Smoking in the Men's Mess is prohibited between the closing of Ports and the conclusion of the third sitting of the evening meal.

(b) Coys will ensure that personnel, unable because of duty to ~~xxx~~ attend Mess punctually, attend punctually at another sitting. The Unit Messing Officer is to be advised of such a change. They are to attend their own sitting as far as possible.

Mess Orderlies.

The list of names of Mess Orderlies already forwarded to B H Q is considered to be a record of permanent orderlies and Coys will ensure that all personnel shown report punctually on their day of duty. If any detail is to be changed, it will be the responsibility of the Coy concerned, that the list is amended by the Unit Messing Officer before 2359 hrs on the day preceding that on which the detail is to report. In the case of emergency a change is to be immediately notified to the Block Messing Officer on duty at 0600 hrs on the day of duty. All Mess Orderlies will parade at 0555 hrs at B H Q to the Bn Ord Sjt before moving into the Mess in the morning and are to be marched in as a body and to be handed over to the Officer on Duty.

Galley ~~Exxy~~ Fatigue

The following further fatigue is to be detailed by the Unit;- 1 Bdr or Cpl and 4 O/R's to report to S/Sjt Prisk in the Galley daily at 0615 hrs for Hygiene Duty.

5. CENSORSHIP

Tps will be advised to hand in their letters daily to Tp Platoon Commanders for censoring. At B H Q at 0900 hrs daily censored letters will be handed by Coys personally to Lieut C.J.Glover for stamping.

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6. BADGES OF RANK.- Badges of Rank will be worn by all personnel.

7. RESTING FATIGUES.

(a) Personnel resting from Fatigues will go down to starboard side of boat deck.. Should they desire to go inside they may go down to E. Deck or their Quarters.

(b) The Picquet on Boat Deck will ensure that all personnel do not climb ladders or in any way interfere with the ship's equipment. All Gun detachments on duty on Boat Deck will co-operate with the Picquets in this matter.

8. GUARDS

When there are personnel in the Isolation ward of the hospital the Guard will be increased by one Post. Duty S.M. will ascertain the position from the O.C.Hospital in time to warn personnel.

9. DISCIPLINE AND ADMINISTRATION.

(a) As from 1615 hrs 17 Apr 41 Units within Blocks will come under command of the Block Commander for Administration and discipline.

(b) All guards and picquets will be supplied by Senior Units in each block and all fatigues drawn from the sub-Units.

10. THROWING OF ORANGE PEEL

Personnel are warned against the danger of throwing orange or other fruit peelings in corridors and in stairways. Several accidents have already been caused through this thoughtlessness.

11. SHIP'S DUTIES.

In accordance with amended list of Ship's duties Coys will ~~supply~~ supply the following duties and fatigues. S/Sjt Shea will liason with C.S.M.'s to parade all duties and fatigues 5 minutes before time set down.

	<u>Serial No</u>
D Coy	1
A Coy	2
HQ & E	6
B Coy	3
C Coy	4

J. K. Lyons
.....Capt
Adjnt 2/3 M G Bn AIF

NOTICES.

LOST

One identification disc - marked TX2355 L/Cpl Harris F.J. - Finder return to B H Q.

FOUND.

A list of articles found is attached to the Notice Board in the Foyer. Articles lost are also included.

ONKAPARINGA RACING CLUB.

A letter has been received from the Secretary of the above Club wishing this Battalion the very best of luck and hoping that they may all see the Great Eastern run in 1942.

AUSTRALIAN MILITARY FORCES

(56)

ROUTINE ORDERS

Pt 1

Ship
No 8/41

by

Lt. Col A S Blackburn V C

18 Apr 41

1. SHIP'S DUTIES MOUNTING 1615

	<u>18 Apr 41</u>	<u>19 Apr 41</u>	<u>20 Apr 41</u>
Duty Unit	2/3 M G Bn	9 Div Cav Regt	
Capt of the Day	Capt H G Greiner	Capt E S Dalgleish	
Off of the Day	Capt L M Cowan	Lt. J A Ferguson	
Sub of the Day	Lt. M R Schottelius	Lt. H G Fyfe	
Off of the Guard	Lieut R Hamilton	Lieut D R Brown	
Ord Sjt	Sjt J Redward	W O II Roberts O G	
Ord Bugler	Pte Farnham W	Tpr Hage.	

2. BN DUTIES MOUNTING 1615 hrs

Off of Ship's Picquet	Lt J B Ifould		
Off of the Ship's Fire Picquet	Lt H M Weir		
Ord Officer	Lieut M F Bonnin	Lieut M F Bonnin	Lt M F Bonnin
Ord Sjt	Sjt S G Gambling	Sjt J McMinn	Sjt L T Sparre
Ord Cpl	Cpl J F Hill	Cpl J M Crisp	Cpl J P Thatcher
A/A Defence	C	D	H Q & E
Duty Coy	D	H Q & E	A
Duty Sjt/Maj	S/Sjt C L Shea		

3. POSTAL

Until further notice no articles for Air Mail transmission can be accepted by Ship's Post Office as previous arrangements made by Australian Military Authorities with Indian Civil Administration now cancelled and Air Mail rate to be charged not known.

4. WET CANTEENS - As from to-day an additional Wet canteen will be established in the aft lounge on the promenade deck. Wet Canteens in future be open during the undermentioned times:-

1100 hrs to 1300 hrs
1600 hrs to 1800 hrs
1900 hrs to 2000 hrs

Personnel are only permitted to purchase one (1) bottle of beer at each visit.

5. FATIGUES - Western Comd Reinforcements will supply 1 N.C.O. and 14 O/Rs to report to Mr. Morris of the Ship's Company at 0730 hrs daily at lift well C Deck.

6. HYGIENE - Personnel caught using empty bottles as urinals will immediately be placed under close arrest.

7. SECURITY - A number of letters have been confiscated from motor launches and barges moored alongside this ship. All letters will be opened and handed to C.O's for disciplinary action.

8. ISOLATION HOSPITAL - No patient in Isolation Hospital will leave the Hospital for any purpose without the express permission of Hospital Medical Officer or S.M.O.

9. SHIP'S PRINTING ROOM)) -- Only personnel in possession of passes issued from Ship's H Q will be permitted to enter the Ship's printing Room.

10. PAY. - For No.2 Pay credits in pay books are to be made up to 23/4/41. Preparation of acquittance rolls and summaries may then be proceeded with in order to adjust advances in the shortest possible time. Pay will be on the basis of:- Officers £5/-/-, W.O.'S & Sjts £2/10/- O/R's £1/-/-. These drawings are subject to the necessary credit being established in the pay books? As in pay period No.1 pay must be in multiples of 10/- and requisitions for cash should be lodged with the Ship's Paymaster as early as possible.

11. OVERSEAS CURRENCY-- Subject to leave being granted at overseas ports arrangements will be made to convert Australian Currency into its overseas equivalent. All ranks will hand to their paying officer the amounts in Australian Currency ~~for distribution~~ which they desire to convert. The Paying Officers will then prepare a Nominal Roll indicating the amounts and make arrangements with the Ship's Paymaster to collect the appropriate currency (overseas) for distribution to the personnel concerned in exchange for the Australian currency then held by the Paymaster. On the expiration of leave similar arrangements will be made to reconvert unexpended overseas monies into Australian Currency.

11. LATRINES -- D. Deck aft:- To be maintained as at present by 2/3 M G Bn C DECK - Units quartered adjacent to latrines are to take charge and maintain them, Coy Fire picquets will be responsible for cleanliness and maintenance. These duties are in addition to sanitary fatigues as at present detailed. The duty of the picquets will be to picquet only, see that personnel using latrines flush them and to maintain cleanliness and prevent blocking of drains. If a drain becomes blocked, the latrine or wash basins are to be closed until repairs are carried out. Blockages are being caused by personnel throwing newspapers, cigarette ends and packets, razor blades and wrappers in the drains of trench latrines. This practice must cease forthwith.

12. SMOKING -- A large number of troops continue to smoke in corridors and below decks. Officers also continue to offend. The Ship's Orderly Officer will accompany the Fire Picquet through the ship twice during tour of duty while men are off parade and arrest any personnel found smoking.

13. GAMBLING -- In addition to the game of "two up" the following games are forbidden:- Crown and Anchor, dice, Heads and Tails. Officers, N.C.O's sentries, picquets and patrols are to suppress any attempt to play these games. Any offenders disobeying this order are to be dealt with by C.O's of Units.

.....Capt
Adjnt 2/3 M G Bn A I F

NOTICE.

WRITING MATERIALS - Books, magazines, games and writing paper will be available at B.H.Q. on application to Pte J Tapp from 1800 hrs to 1900 hrs daily.

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AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS

Pt.1
~~XXXX~~

Ship
No.9/41

by

19 Apr 41

Lt. Col A S Blackburn V C

1. SHIP'S DUTIES MOUNTING 1615 HRS

	<u>19 Apr 41</u>	<u>20 Apr 41</u>	<u>21 Apr 41</u>
Off of the Ship's Picquet.			Lieut C.G.B-Moore
Off. of Ship's Fire Picquet.			Lieut R.A.McPherson
Duty Unit	9 Div Cav Regt	2/11 A Fd Regt	2/3 M G Bn.
Capt of the Day	Capt E S Dalgleish	Capt J H Winton	Capt R.R.Gorden
Off of the Day	Lt. J A Ferguson	Lieut T B Adams	Capt R.C.Piper
Sub of the Day	Lt. H G Fyfe	Lieut N Macaw	Lieut J.C.Hayne.
Off of the Guard	Lt. D R Brown	Lieut R Storr	Lieut W.D.Middleton
Ord Sjt	W O Roberts O O	Sjt Jessup R A	Sjt Love E.W.
Ord Bugler	Tpr Hage	Gnr Turner C C	Pte Kinnane M.

2. BN DUTIES MOUNTING 1615 HRS

Ord Officer	Lt. M F Bonnin	Lt. M F Bonnin	Lt M F Bonnin
Ord Sjt	Sjt J McWinn	Sjt R James	Sjt A A Fyfe
Ord Cpl	Cpl J M Crisp	Cpl J P Thatcher	Cpl H T Manning
A/A Defence	D	H Q & E	A
Duty Coy	H Q & E	A	B
Duty Sjt/Maj			W O II Harriott F A

3. BN DUTIES

Duties Coys will provide a picquet each night of 1 Sjt and 6 O/R'S who will mount during "black out" hrs. The picquet will be on duty in shifts of two and will ensure no light of any nature is shown on the after part of "A" Deck.

4. EMERGENCY STATIONS

Coys will ensure that all ranks know the position of their emergency stations by 0900 hrs 20 Apr 41. All ranks must appreciate that on emergency stations being ordered they are to proceed to their stns in an orderly manner and remain there until "all clear" is given. (4 long whistle blasts). Many men were sent back to fatigue duties or released on account of illness in today's test. Only in extreme cases of illness should permission be given to leave.

5. GAMBLING

Gambling in all forms is forbidden during training hours.

6. DRUNKENNESS

All cases of drunkenness will be dealt with by the C O. The Provost and picquet will arrest all men under the influence of drink.

7. WET CANTEENS

Owing to the extremely heavy consumption of beer which if continued would mean that none at all would be available during latter stage of Voyage, the following system will apply :-

As from Sunday 20 Apr 41 the amount of liquor which can be purchased daily from the Wet Canteens will be limited to one bottle per man. Each man requiring beer will apply to his Platoon Commander for a Ration ticket. This ticket will be filled in by the Officer concerned with the following particulars:- No and Name, Coy and Unit and will be signed by the ^{Officer} concerned. ~~WITNESS~~ This ticket will be dated with a stamp and signed by the Officer not more than once daily. This ticket must be produced when purchasing beer. The date will be cancelled by canteen personnel and ticket returned to holder. Only ONE ticket will be issued to each man. Officers are requested to use date stamps neatly as the supply of tickets is very limited. Coy Commanders will report to B H Q at 2000 hrs 19 Apr 41 for issue of tickets and instruction re same.

ROUTINE ORDERS CONTINUED

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8. PARADE HOURS - Too many men are playing games, reading or otherwise amusing themselves during parade hours. Officers and N C O's will ensure that all men not engaged on duties or officially off duty are on parade at the proper times.
9. SHIP'S CREW -- Personnel are warned that "B" Deck aft is reserved for crew only. This is the only deck space for the ship's company and is clearly marked that it is reserved for the crew. The picquet is to be warned that no personnel are permitted in this area.
10. FRESH WATER -- Fresh Water will be available at the following times daily - 0630 hrs to 0900 hrs; 1300 to 1400 hrs; 1600 hrs to 1800 hrs.
11. BLACK OUT- The hours of black out this evening are 1805 hrs to 0645 hrs.
12. EMPTY BOTTLES. -- Personnel continue to throw empty bottles overboard instead of retaining them for collection and return to the Canteen. This practice must cease forthwith.
13. CHURCH PARADES. -- The following Church Parades will be held on Sunday 20 Apr 41 :-
- (1) Holy Communion.
 - Church of England.- 0700 hrs Grand Lounge.
 - Roman Catholic. → 0800 hrs Officers' Lounge.
 - United Church → 0945 hrs Grand Lounge.
 - (2) Services.
 - Church of England- 1015 hrs Grand Lounge.
 - Roman Catholic - 0930 hrs After Lounge.
- Communion Services are voluntary but Coys will endeavour to free from duty all personnel desiring to attend. The later services are parades and personnel not required for duty will attend.
14. OFFICERS' P & R T. -- As from and including 20 Apr 41 all officers not required for duty will parade on the Sun Deck at 1705 hrs for P & R T under Lieut J.L. Ha nds.

J. L. Ha nds
..... Capt
Adj 2/3 M G En A I F.

NOTICES.

- LOST. Wallet containing £7. Reward of £3 on returning to Ship's Orderly Room.
- FOUND. Black leather wallet. Apply Ship's Orderly Room.

oooooooooooo

File W4 Diary

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AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS

Pt. 1

Ship
No. 10/41

by

Lt. Col A.S. Blackburn V.C.

20 Apr 41

1. SHIP'S DUTIES MOUNTING 1615 HRS.

Duty Unit	20 Apr 41	21 Apr 41	22 Apr 41
Capt of the Day	2/11 A Fd Regt Lieut W.S. Adams	2/3 M G Bn	9 Div Cav Regt
Off of the Day	Capt J. H. Winton	Capt R. R. Gordon	
Sub of the Day	Lieut T. B. Adams	Capt R. C. Piper	
Off of the Guard	Lieut N. Macaw	Lieut J. C. Hayne	
Off of Ship's Picquet	Lieut R. Storr	Lieut R. A. McPherson	
Off of Ship's Fire Picquet	-	Lieut C. G. B-Moore	
Ord Sjt	Sjt Jessup R. A.	Lieut W. D. Middleton	
Ord Bugler	Gnr Turner C. C.	Sjt Love E. W.	
		Pte Kinnane M.	

2. BN DUTIES MOUNTING 1615 hrs

Ord Officer	Lieut M. F. Bonnin	Lieut M. F. Bonnin	Lieut M. F. Bonnin
Ord Sjt	Sjt R. James	Sjt A. A. Pyfe	Sjt J. J. Lalor
Ord Cpl	Cpl J. P. Thatcher	Cpl H. T. Manning	Cpl W. H. Whitton
A/A Defence	H Q & E	A	B
Duty Coy	A	B	C
Duty Sjt/Major	-	W. O. II Harriott F. A.	-

3. SHIP'S DUTIES

In accordance with amended list of Ship's Duties, Coys will supply the following duties and fatigues. W. O. II Harriott will liason with C.S.M.'s to parade all duties and fatigues 5 minutes before time set down.

Serial No		
1	-----	B Coy
2	-----	C Coy
3	-----	D Coy
4	-----	H Q & E Coy
6	-----	A Coy

4. SLEEPING TICKETS

By accepting sleeping tickets personnel place themselves under the obligation to parade on time to be marched to the deck sleeping quarters and to sleep there. Coys will return unused tickets and officers responsible will return collected tickets to BHQ at 0830 hrs daily.

5. OFF-DUTY PERSONNEL

Personnel off duty or on fatigues, etc, but temporarily not required, will use the starboard side of the boat deck ONLY for recreation, reading, etc. Except with permission from BHQ they will not proceed to troop decks, Parade decks, or Lounges. The only personnel authorised to be in Hammocks during parade hrs are Sick and personnel who have been on duty through the night.

6. PARADE DECKS.

Officers will ensure that Block III personnel parade on parade decks at the correct time and that no other personnel are on those decks without written authority from O.C. Block III.

7. DARKENING SHIP

Criticism of efficiency in darkening ship has been received from O.C. Convey. Coy Comds will take measures to ensure that all Units and personnel under their command strictly comply with orders already issued relating to this matter. Black out this evening will be from 1830 to 0545 hrs.

8. RETARDING CLOCKS.

Clocks will be retarded one hour at midnight 20/21 April '41.

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9. HOSPITAL ADMISSIONS

All patients admitted to hospital and isolation hospital will bring with them in addition to life-belt, their greatcoat, hat, helmet steel, respirator anti-gas and sea kit bag. In case of Emergency Stations lifebelt, greatcoat and hat must be placed in a prominent position on the patient's bed.

10. DRY CANTEN.

In future the forward canteen on C deck will be open for an additional period from 1915 hrs to 2000 hrs daily.

11. MESSING

(a) Enamel mugs and plates are being taken from the mess room. Any person detected taking plates or mugs from the mess room will be placed under close arrest. All personnel now wrongfully holding these articles are required to return same to the mess room at the next meal. Personnel retaining mugs and plates after 1200 hrs 21 Apr 41 will be placed under close arrest.

(b) Coys will ensure that Mess Fatigues report to the En Ord Sjt at BRQ at 0555 hrs daily. The En Ord Sjt will march them to their Mess Fatigues to the Mess Room and hand over to the Messing Staff. Mess Fatigues MUST be on time otherwise meals can/be produced on time.

(c) Picquets. All picquets having supper in the Mess Room MUST wash their own eating utensils and leave the mess room in a clean and tidy condition. Disciplinary action will be taken against personnel who disobey this order.

(d) Smoking. Attention is drawn to Ship's Routine Orders No 7 para 3a "Smoking in mens mess between between the closing of ports and the conclusion of the third sitting of the evening meal is strictly prohibited."

(e) Extra Picquet. The Duty Unit will be provided picquet on the mess room doors from 1930 hrs to 2359 hrs daily. The purpose of this fatigue will be to prevent all unauthorised personnel from using the mess room and galley between the hrs stated.

12. ROUTINE. As from Reveille 21 Apr 41 Block III still take the timings of Block I and Block I will take the timings of Block II. Block II will take the timings of Block III.

This means that Block III does NOT make any change in its present Time table.

J.K. Lynch
J.K. LYNCH Capt
Adjt 2/3 M G Bn AIF.

AUSTRALIAN MILITARY FORCES.

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ROUTINE ORDERS

Pt. I

Ship
No. 11/41

Lt Col A.S. Blackburn V.C.

by

21 Apr 41.

I. SHIP'S DUTIES MOUNTING 1615 HRS.

	<u>21 Apr 41</u>	<u>22 Apr 41</u>	<u>23 Apr 41</u>
Duty Unit	2/3 M G Bn	9 Div Cav Regt.	
Capt of Day	Capt R.R. Gordon	Capt SGW Burston	
Off of Day	Capt R.C. Piper	Lt E.R. Langlands	
Sub of Day	Lieut J.C. Hayne.	Lt W.C. Inglis	
Off of Guard	Lieut L.M. Raggatt	Lt I.D. Crompton	
Off of Ship's Picquet	Lt C.G.B. Moore	---	
Off of Ship's Fire Picq.	Lt J.L. Hands	---	
Ord Sjt	Sjt Love H.W.	Sjt Bates G.	
Ord Bugler	Pte Kinnane M.	Pte Page R.N.	

2. BN DUTIES MOUNTING 1615 HRS.

Ord Off	Lieut H.P. Bonnin	Lt H.P. Bonnin	Lt H.P. Bonnin
Ord Sjt	Sjt Fyfe A.A.	Sjt Lalor J.J.	Sjt R.W. Farr
Ord Cpl	Cpl Manning H.T.	Cpl Whetton W.H.	Cpl Harris H.W.
A/A Defence	A	B	C
Duty Coy	B	C	D
Duty S/Maj	W.C. II Harriott PA.		

3. BLACK-OUT. Hours of Black-out will be 1740 hrs to 0550 hrs.

4. BLOCK M.O. In future Capt R.A.A. Fellow will be Block III M.O. and will conduct Sick Parades at 0730 and 1630 hrs.

5. HOSPITAL PATIENTS. In future hospital patients will be discharged at 0900 and 1000 hrs daily.

6. FATIGUES. Duty unit will provide 2 O/R's daily to report to Mr. Wall for duty at Ship's Pantry - refer Duties & Fatigues Serial No. 23.

7. PLUMBING.

(a) Ship's plumbing staff will not attend to alleged blockages other than those requisitioned for in writing by Coys to B.H.Q. and subsequently passed by the Capt of the Day as being jobs for which it is necessary to call on the ship's plumbing staff.

(b) All personnel are to be again instructed that newspaper is NOT to be used in latrines, and that waste of any kind is NOT to be thrown on floors of ablutions.

[Signature]
..... Capt
Adjt 2/3 M G Bn A I F

AUSTRALIAN MILITARY FORCES

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Ship
No. 12/41.

ROUTINE ORDERS

Pt 1

Lt. Col A.S. Blackburn V.C.

by

22 Apr 41

1. SHIP'S DUTIES MOUNTING 1615 HRS

	22 Apr 41.	23 Apr 41	24 Apr 41.
Duty Unit	9 Div Cav Regt	2/11 A Fd Regt	2/3 M G Bn
Capt of Day	Capt S.W. Burston	Capt H.C. Edwards	Maj E.D. Lyneham
Off of Day	Lieut E.R. Langlands	Lieut H.J. Kitto	Capt R.C. Piper
Sub of Day	Lieut W.G. Inglis	Lieut K. Bowles	Lieut F.L.M. Burden
Off of Guard	Lieut I. D. Crompton	Lieut A. Winton	Lieut H.M. Weir
Off of Ship's Picq.	-	-	Lieut W.D. Middleton
Off of Ship's Fire Picq.	-	-	Lieut M.R. Schottelius
Ord Sjt	Sjt Bates G.	Sjt Evans R	Sjt G.H. Mitchell
Ord Bugler	Pte Page R.N.	Gnr Turner C C	Pte Mickan D.

2. BN DUTIES MOUNTING 1615 HRS

	22 Apr 41.	23 Apr 41	24 Apr 41.
Ord Off	Lieut M.F. Bonnin	Lieut M.F. Bonnin	Lieut M.F. Bonnin
Ord Sjt	Sjt J.J. Lalor	Sjt R.W. Farr	Sjt A.H. Withnell
Ord Cpl	Cpl H.T. Manning	Cpl H.W. Harris	Cpl G.N. Herley
A/A Defence	B	D	C
Duty Coy	D	C	HQ & E
Duty S/Maj			WOT Sjt. Maj J.R. Jackett

3. BLACKOUT Blackout this evening will be from 1745 hrs 22 Apr 41 to 0600 hrs 23 Apr 41.

4. GRAND LOUNGE.

Reports have been received that the furniture in the Grand Lounge has been wilfully damaged.

All personnel below the rank of Sjt should be aware that this lounge was made available for their comfort as a special concession. All ranks are instructed that any person seen wilfully damaging furniture must be immediately placed under arrest and the Commanding Officer will deal with such personnel rigourously. The O.C. Troops desires this order to be read to all personnel.

5. ~~RETARDING CLOCKS~~

~~Clocks will be retarded one hour at midnight 22/23 Apr 41.~~

J.K. Lynch
J.K. LYNCH CAPT
ADJT 2/3 M G BN AIF

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AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS

Pt 1

Ship No 13/41.

Lt.Col A.S.Blackburn V.C.

by

23 Apr 41.

1. SHIP'S DUTIES MOUNTING 1615 HRS

	<u>23 Apr 41</u>	<u>24 Apr 41</u>	<u>25 Apr 41</u>
Duty Unit	2/11 A.Fd Regt	2/3 M G Bn	9 Div Cav Regt
Capt of Day	Capt H.C.Edwards	Maj E.D.Lyneham	
Off of Day	Lieut H.J.Kitto	Capt R.C.Piper	
Sub of Day	Lieut K.Bowles	Lieut P.L.H.Burden	
Off of Guard	Lieut A.Winton	Lieut H.H.Weir	
Off of Ship's Picq.	-	Lieut W.D.Middleton	
Off of Ship's Fire Picq.	-	Lieut M.R.Schottelius	
Ord Sjt	Sjt Evans R.	Sjt G.H.Mitchell	
Ord Bugler	Gnr Turner C.C.	Pte Nicken D.	

2. BN DUTIES MOUNTING 1615 HRS

	<u>23 Apr 41</u>	<u>24 Apr 41</u>	<u>25 Apr 41</u>
Ord Officer	Lieut H.F.Bonnin	Lieut H.F.Bonnin	Lieut H.F.Bonnin
Ord Sjt	Sjt R.W.Farr	Sjt A.H.Withnell	
Ord Cpl	Cpl H.W.Harris	Cpl G.W.Herley	
A/A Defence	D	C	HQ & E
Duty Coy	G	HQ & E	A
Duty S/Maj		W.O.II Jackett J.R.	

3. GUARDS, PICQUETS, ETC.

Guards, Picquets, etc, even if for a period of 24 hrs, shall not entitle any member of this Unit to regard himself as being exempt from parades etc. after coming off duty.

4. POSTAL Mail closes at BHQ at 1700 hrs Thursday 24 Apr 41 unless otherwise advised. Coys will ensure that all letters are franked by this time and will send them in small batches as soon as completed, not waiting until 1700 hrs.

5. SUN PICQUET. ^{Deck} Duty Coy will detail a Picquet of 2 Officers, 2 Sjts, and 20 O/R's to clear the Sun Deck except members of 2/3 M G Bn. Picquet will mount and clear deck by 1315 hrs.

6. BOXING. All members of 2/3 M G Bn will be seated to view boxing at 1345 hrs; 2/3 M G Bn personnel to move to Sun Deck by Port Side Companionway only.

7. "A" DECK PICQUET. The Sjt of the Night Picquet on "A" Deck Aft will report each Day to Major S.H.Reed at BHQ at 1630 hrs for instructions.

8. HEADGEAR. Hats will be actually worn by all ranks - not just carried when personnel are on open decks.

9. BLACKOUT. Blackout hrs will be 0625 to 0540 hrs.

10. SUN DECK. From 0900 to 1230 hrs the Sun Deck is reserved for 2/11 A.Fd Regt. Any members of this Unit found on Sun Deck between these hrs will have disciplinary action taken against them. Block III will parade during these hrs as follows :-

0845 - 0945 hrs	Grand Lounge
0945 - 1045 "	After & Grand Lounges
1045 - 1115 "	Aft portion "A" Deck
	Aft portion Prom Deck
1130 - 1200 "	Mess
1230 - 1330 "	Sun Deck

11. DUTY. The duty unit will furnish a picquet post on the Port and Starboard companionways leading from "A" deck aft to the Prom deck. The picquet shall be posted near the 6" gun on the Prom deck and shall watch both companionways.

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- 12. WASHING CLOTHES. Fresh water on 24/25 Apr 41 for purposes of washing clothes as under will be available for Block III personnel :-
 1200 - 1400 hrs ----- 2/3 M G Bn personnel
 1400 - 1600 hrs ----- West. Comd Re-Inforcements.
- 13. OUT OF BOUNDS. The Forecastle head deck is out of bounds to all ranks at all times, as it is reserved for the crew.
- 14. W.O.'s & SPTS' MESS The W.O.'s & Spts' Lounge is out of bounds to all Officers except those entering on duty who will have the authority of O.C. Troops.
- 15. WET CANTERENS. In future tickets given to personnel to purchase beer are to be signed by all officers and not initialled as previously, as instances have occurred where personnel have forged the initials of officers.
- 16. LIFE-BELTS. Life belts when not being worn correctly, should be slung over the right shoulder and all tapes left free.
- 17. SUNBURN. All ranks are warned that sun-burn is a self - inflicted wound, if personnel are unable to continue their duties. All ranks are to take the necessary precautions to see that they do not get badly sunburnt.
- 18. PURSER'S OFFICE. Personnel are to be instructed that they are NOT to loiter in the vicinity of the Purser's aft of the Foyer on "E" deck and personnel are not to sleep in its precincts. It will be the duty of the picket to keep this area clear.
- 19. RETARDING CLOCKS. Clocks will be retarded one hr at midnight 23 Apr 41.
- 20. PAY. The second disbursement of pay will be made in the Ceylon Ceylonese currency on the basis that one rupee is 1/10¹/₂ Australian as advised by the Commonwealth Bank Sydney on 9/4/41. Thus

6 rupees	=	11/3
10 "	=	18/9
22 "	=	£2/1/3
26 "	=	£2/6/9
32 "	=	£3
38 "	=	£3/11/3
42 "	=	£3/18/9
48 "	=	£4/10/-
54 "	=	£5/1/3

- Therefore pay will be distributed as follows :-
- 1. For those who have drawn no pay during the voyage.

Officers	£10/2/6	(108 Rupees)
W.O.'s &		
Sjts	£ 5/1/3	(54 Rupees)
O/R's	£ 2/1/3	(22 ")
 - 2. For those who have drawn their first payment.

Officers	£5/1/3	(54 Rupees)
W.O.'s &		
Sjts	£2/8/9	(26 Rupees)
O/R's	£-/18/9	(10 ")

Acquittance rolls will have to show the amount drawn in Australian currency and in Rupees, also summaries and Requisitions for cash. Pay books will indicate amounts in Australian currency only.

- 21. SHIP'S DUTIES. In accordance with amended list of Ship's Duties, Coys will supply the following duties & fatigues. W.O.II Jackett will liason with C.S.M.'s to parade all duties & fatigues 5 minutes before time set down.

Serial No.

1	-----	A
2	-----	B
3	-----	HQ & E
4	-----	C
6	-----	D
7	-----	C

J.K. LYNCH CAPT
ADJT 2/3 M G Bn AIF.

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ROUTINE ORDERS

Pt 1

Ship
No. 14/41

Lt. Col A.S. Blackburn V.C.

by

24 Apr 41.

L. SHIP'S DUTIES MOUNTING 1615 HRS

	<u>24 Apr 41</u>	<u>25 Apr 41</u>	<u>Block II</u>
Duty Unit	2/3 M G Bn	9 Div Cav Regt	
Capt of Day	Maj. E.D. Lynham	Capt A.S. Fear	
Off of Day	Capt R.C. Piper	Lt. T.P. Glanville	
Sub of Day	Lt. F.L.M. Burden	Lt. C.G. Millard	
Off of Guard	Lt. H.M. Weir	Lt. R.J. Legoe	
Off of Ship's Picq.	Lt. W.L. Middleton	-	
Ord Sjt	Sjt G.H. Mitchell	Sjt C.E. McArthur	
Ord Bugler	Pte Micken D.	Tpr Hage R.H.	

2. BN DUTIES MOUNTING 1615 HRS

Ord Officer	Lt. M.F. Bonnin	Lt. M.F. Bonnin	Lieut M.F. Bonnin
Ord Sjt	Sjt G.H. Withnell	Sjt L.B. Davis	
Ord Cpl	Cpl G.N. Herley	Cpl G.W. Fox	
A/A/Defence	C	HQ & E	A
Duty Coy	HQ & E	A	B
Duty S/Maj	W.O. II Jackett J R		

3. RAY In view of the apparent confusion of Unit pay staffs relative to the second pay disbursement being made in Ceylonese currency, it has been to pay in Australian currency under the same conditions as the first pay disbursement. Pay will be disbursed at 0800 hrs on 26/4/41. All acquittances and unexpended cash are to be in the hands of the Ship's Paymaster no later than 1300 hrs on that date. Arrangements for the conversion of Australian currency into Ceylonese currency will be published after arrival in port.

4. BLACKOUT. The hours of Blackout this evening are 1750 hrs to 0555 hrs.

5. RETARDING CLOCKS? Clocks will be retarded 30 minutes at midnight 24/25 Apr 41

6. LATRINES. The crew's latrines on D Deck aft are out of bounds to all ranks and the duty Unit will provide these latrines with a picquet to ensure that they are not used by personnel.

7. FATIGUES. Grand & After Lounge. The duty block will detail a fatigue party of 1 N.C.O. & 4 O/R's as a daily fatigue to clean the Grand & After Lounges and all passage ways leading to and from both Lounges, including stairways and landings to "B" deck.

8. BLACKOUT. The Captain of the Day will be responsible to ensure that the clearing on open decks is commenced 15 minutes prior to blackouts. The picquet and N C O in charge of gun crews will ensure that no personnel are on open decks during blackout times, except guncrews and personnel whose duties entitle them to use these decks.

9. COLLECTING OF EMPTY BOTTLES. Units are not collecting empty bottles within their own areas. In future Units will supply a bottle clearing fatigue to collect and return them to Canteen Port side, amidships, Prom deck.

10. ANZAC DAY. Voluntary Holy Communion will be held in the Grand Lounge 0700 hrs to 0715 hrs.

R.C. Vol Mass After Lounge 0700 hrs to 0715 hrs

Vol general Church Pde will be held in the Grand Lounge 0915 hrs to 0945 hrs (2/3 M G Bn Band to play. Chaplain Bulbeck in charge)

R.C. vol Church Pde After Lounge 0915 to 0945 hrs.

All other ceremonies by Unit arrangements and to include addresses by a Senior Officer, preferably C.O.'s.

C.J. GLOVER Lieut
A/Adjt 2/3 M G Bn AIF

NOTICES.

LOST. Water Bottle, carrier and shoulder strap from Aft Lounge - marked WX 4609. Return to BHQ.

AUSTRALIAN MILITARY FORCES

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ROUTINE ORDERS

Pt.1

Ship
No15/41

by

Lt.Col A S Blackburn V C

25 Apr 41

1. SHIP'S DUTIES MOUNTING 1615 HRS

<u>25 Apr 41</u>	<u>26 Apr 41</u>	<u>27 Apr 41</u>
Duty Unit 9 Div Cav Regt	Block II	Block III
Capt of Day Capt A.S.Fear	Capt J.A. Pearson	
Off of Day Lt T.P.Glanville	Lt R.W.Horsburgh	
Sub of Day Lt C.G.Millard	Lt.E.V.Jones	
Off of Guard Lt R.J.Legoe	Lt. F.M.Grant	
Ord Sjt Sjt C.E.McArthur	L/Sjt Jessup R.A.	
Ord Bugler Tpr Hage R.H.	Gnr Turner C.C.	

2. BN DUTIES MOUNTING 1615 Hrs

Ord Officer Lt. M.F.Bonnin	Lt.M.F.Bonnin	Lt.M.F.Bonnin
Ord Sjt Sjt L.B.Davis	Sjt W.J.Stephens	
Ord Cpl Cpl G.W.Fox	Cpl Mercer	
A/A Defence HQ & E	A	B
Duty Coy A	B	C
		C
		D

3. DRESS

In the event of Shore-Leave being granted at next port of call, dress will be as follows :-

OFFICERS - Hats fur felt, jackets officers (summer or winter,) Shorts, Shoes with stockings or boots with puttees.

OTHER RANKS - Hats fur felt, shorts, shirts, stockings and boots.

4. BLACKOUT- Blackout this evening is from 1805 hrs to 0555 hrs
25/26 Apr 41.

5. ACTION STATIONS.

The signal for Action Stations in practice will be a series of long and short blests on the whistle and by word of mouth.

In a case of real emergency the order "Action Stations" will come from the Bridge by word of mouth.

A. J. Jones
.....Lieut
A/Adjt/2/3 M G Bn AIF.

RSM

AUSTRALIAN MILITARY FORCES

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ROUTINE ORDERS

Pt.1
by

Ship
No.16/41

Lt. Col A S Blackburn V C

26 Apr 41

1. SHIP'S DUTIES MOUNTING 1615 HRS

	<u>26 Apr 41</u>	<u>27 Apr 41</u>	<u>28 Apr 41</u>
Duty Unit	Block II	Block III	9 Div Cav
Capt of the Day	Capt J A Pearson	Major E D Lyneham	
Off of the Day	Lt. R W Horsburgh	Lt. J W Devonshire	
Sub of the Day	Lt. E V Jones	Lt. R Hamilton	
Off of the Guard	Lt F M Grant	Lt. H L Fraser	
Ord Sjt	L/Sjt Jessup R A	Sjt T C Gilpin	
Ord Bugler	Gnr Turner C C	Pte Hester C J	

2. BN DUTIES MOUNTING 1615 HRS

Ord Officer	Lt M F Bonnin	Lt M F Bonnin	Lt M F Bonnin
Ord Sjt	Sjt Stephens W J	Sjt Flinders K A	
Ord Cpl	Cpl Mercer V R	Cpl Jarman J	
Duty Coy	B	C	D
Duty Sjt/Mjr.		W O II Wells L J	

3. MESS ORDERLIES

All Mess Orderlies irrespective of whether it is their day off or not, will report to Ord Sjt at B H Q at 0530 hrs, Sunday 27 Apr 41 and be paraded to the Dining Room. They will be responsible for the preparation and cleaning up of the Breakfast Meal ONLY and will proceed on leave with Block III at a time to be specified.

4. LEAVE

As soon as particulars are available an Admin Instruction will be issued in reference to leave. In case of ambiguity the Admin Instruction will be followed in lieu of this Routine Order.

for *S. M. Paggatt*
.....Lieut
A/Adjt 2/3 M G Bn

NOTICE.

CHURCH SERVICES

Church Services will be held as under :-

<u>C OF E</u>	Holy Communion	--	0700 hrs	--	Grand Lounge
<u>R.C.</u>	Mass	-	0800 hrs	--	Officers' Lounge
			0845 hrs	--	After Lounge

Troops are to be notified of above before 0630 hrs on 27 Apr 41.

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AUSTRALIAN MILITARY FORCES.

ROUTINE ORDERS

Pt 1
by

Ship
No 17/41

Lt-Col A.S. Blackburn V.C.

27 Apr 41.

1. SHIP'S DUTIES MOUNTING 1615 HRS. 27 Apr 41 ACTUALLY MOUNT 0600 HRS 28 Apr 41.

	<u>28 Apr 41.</u>	<u>29 Apr 41</u>	<u>30 Apr 41</u>
Duty Unit	2/3 H G Bn Block III	2/11 A Fd Regt	9 Div Cav Regt.
Capt of Day	Maj E.D. Lynham		
Sub of Day	Lt R. Hamilton		
Off of Guard	Lt H.L. Fraser		
Capt of Shore Picq.	Capt R.C. Piper with B Coy.		
Off of Ship's Picq.	Lt/R.A. McPherson		
Off of Ship's Fire Picq.	Lt J.C. Hayne		
Ord Sjt	Sjt T.A. Spin		
Ord Bugler	Pte A.G. Hester		
Off of Day	Lt J.W. Devonshire		

2. BN DUTIES MOUNTING 1615 HRS 27 Apr 41 - ACTUALLY MOUNT 0600 HRS 28/4/41.

Ord Off	Lt M.P. Bonnin	Lt M.P. Bonnin	Lt M.P. Bonnin
Ord Sjt	Sjt Flinders E.A.	Sjt Betteridge R.	Sjt Needs R.F.
Ord Cpl	Cpl Jarman J.	Cpl Newman J.A.	Cpl Stock W.L.
Duty Coy.	C	D	HQ & E
Duty Sjt Maj	W.O.II Wells L.J.		

3. DUTIES. In accordance with amended list of Ship's duties, Coys will supply the following duties and fatigues. W.O.II Wells E.J. will liaison with C.S.M's to parade all duties and fatigues five mins before time set down.

Serial No.	1.	HQ & E
	2.	D
	3.	A
	4.	B.
	-5.6.	C
	7	B

All the above duties mount at 1615 hrs.

4. MESSING. The times of Mess will be as follows :

Block I	at 0600 hrs
II	0700
III	0800

5. EXTRA SHIP'S DUTY. Duty Coy will provide a guard consisting of 1 O/R and relief to be armed with a loaded pistol and mount at cabin of O.C. Troops. The Guard will mount at 0630 hrs on 28 Apr 41 and will remain on duty until 0630 hrs on 29 Apr 41. The guard and relief will report to 3rd Ord Sjt at 0615 hrs.

6. UNIT PROWLING PICQUET. Prowling picquet as detailed.

7. SHORE PICQUET. The Shore Picquet will assemble at "B" Deck foyer and disembark first.

8. LEAVE DISSEMBARKATION. The order and method of dissembarkation for 28 Apr 41 will be as for 27 Apr 41. Marshall -, Maj E.D. Lynham. Units will assemble on the Prom Deck by 0715 hrs in the following order with head of column in vicinity of stairway.

<u>Port Side.</u>	W Comd Force Units.	<u>Starboard Side.</u>	Bn HQ (80 O/R)
	2/11 Bn		Mess orderlies (40 O/R)
	2/3 Fd Regt		Bn Duties. XXXXX, KAE,
	2/16 Bn		A Coy, LAD, E, HQ, C, B, D Coys
	2/28 Bn		

One guide per unit will report to the Marshall at 0715 hrs. It will be noted that 120 Mess Orderlies are provided for, the additional 80 being from Block I.

Handwritten notes and signatures at the bottom left of the page.

..... Capt
Adjnt 2/3 H G B A I F

AUSTRALIAN MILITARY FORCES.

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ROUTINE ORDERS.

Pt 1

Ship No.18/41

Lt Col A.S.Blackburn V.C.

by

28 Apr 41.

1. SHIP'S DUTIES MOUNTING 1615 HRS.

	28 <u>29 Apr 41</u>	29 <u>30 Apr 41</u>	30 <u>31 Apr 41</u>
Duty unit	2/3 M.G.Bn. Blk 111	2/11 A.F.Regt.	9 Div. Cav. Regt.
Capt. of day	Major E.D. Lyneham		
Officer of day	Lieut. J.W.Devonshire		
Sub of day	Lieut. R. Hamilton		
Officer of guard	Lieut. H.L. Fraser	B	
Capt. of shore picq.	Capt. R.C. Piper with	B. Coy.	
Off. of ship's picq.	Lieut. R.A. McPherson		
Off. of ship's fire picquet	Lieut. J.C. Hayne		
Ord. Serj.	Sjt. T.A. Gilpin		
Ord. bugler	Pte. A.G. Hester		

2. BN. DUTIES MOUNTING 1615 HRS.

Ord. Off.	Lieut. M.F. Bonnin	Lieut. M.F. Bonnin	Lieut. M.F. Bonnin
Ord. Sjt.	Sjt. Betterdige R.	Sjt. Needs R.T.	Sjt. Brownell A.L.
Ord. Cpl.	Cpl. Newman J.A.	Cpl. Stock N.L.	Cpl. McCulloch C.G
Duty Coy.	D. Coy.	H.Q. and E.	A Coy.
Duty S/M.	W.O.11 Wells L.J.		

3. CRICKET TEAM.

Coys. will ensure that personnel selected to play cricket on 29 apr. 41 report to Cpt. R.A.A. Pellow at B.H.Q. at 08~~45~~ hrs. Players will carry sandshoes and any change of clothing they may require.

4. PAY.

A pay parade will be held prior to troops proceeding on leave. Coys and pay staff will make all necessary arrangements tonight and ensure that troops are paid prior to leave.

5. LEAVE.

Unless otherwise ordered 50 per cent of the Bn. may proceed on shore leave on 29 apr 41 and the remaining 50 per cent may proceed on shore leave on 30 apr 41. Coys. with the exception of B.H.Q. and D. Coy will arrange for not more than 50 per cent of their strength to go each day. No man may go on both days. All B.H.Q., and D. Coy. personnel not required for duty, will proceed on leave on 29 apr 41 and the remainder of D Coy on Wednesday.

6. ORDER OF LEAVE.

Blocks will proceed on leave in the following order:-

Block 11.....0730 hrs.
 Block 111.....
 Block 1

The order and method of disembarkation for 29 apr 41 will be as for 27 apr 41.

Marshalk..... Lieut. M.F. Bonnin

Units will assemble on Prom. deck by 0815 hrs. in the following order, with head of column in vicinity of stairway;→

<u>Port side</u>	W. Cmd. Units	<u>Starboard side</u>	B.H.Q.
	2/11 Bn.		A Coy. L.A.D., E.,
	2/3 F. Regt.		H.Q., C, B and D. Coys
	2/16 Bn.		
	2/28 Bn.		

71

2.

0755

One guide per unit will report to the marshal at ~~XOBECK~~ hrs. It will be noted that no provision has been made for mess orderlies, the normal arrangement for mess orderlies again coming into force.

7. MESS PARADES.

Block 111 will mess at 0700 hrs (Breakfast). Midday & Evening Meals will be advised by message to Coys later

8. DUTIES, SHIP AND BN.

Unless otherwise ordered both ship and Bn. duties including Coy. fire picquets etc. will remain on duty as if there were **NO** leave.

9. SHORE PICQUET

1 Sjt and 10 O/Rs from 2/3 M G Bn will form part of Shore Picquet; these men will be provided by C Coy and will report to O C Picquet (A Capt from 9th Div Cav Regt), at 07 00 hrs at B Deck Foyer. Picquet Personnel **MUST** wear white arm bands, which are obtainable at ~~XO~~. B H Q.

10. MESS RETURN

Coys will submit without fail by lights out 28 Apr 41 a return of personnel who are NOT proceeding on leave on 29 Apr 41. A similar return for 30 Apr 41 will be submitted by 2100 hrs on 29 Apr 41. These returns will show numbers only and will be divided into Officers, WO's and Sjts, and O/Rs.

[Handwritten Signature]
.....Capt
Adj't 2/3 M G Bn A I F

NOTICE

CRICKET MATCH

The following have been selected to represent the Unit as a Cricket Team against Ceylon and will parade as in Para 3.

- Capt R A A Pellew
- WO I J W Rymill
- Lieut G A Gardiner
- WO II C L Shea
- Sjt E R Watts
- Pte A J C Heath
- Pte R R Wright
- Pte O Cunningham
- Pte G V Parkin
- L/Cpl E W Brauer
- Cpl J F Hill
- 12th Sjt M V Raison
- 13th Chaplain L M Blakeway

ADDENDUM

-- Reference Para 9 the Officer mentioned will be Capt J Callinan.

21C Lt Col A.S. Blackburn V.C. 217

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AUSTRALIAN MILITARY FORCES.

ROUTINE ORDERS

Pt 1

Ship No.19/41

by

Lt Col A.S.Blackburn V.C.

29 Apr 41.

1. SHIP'S DUTIES MOUNTING 1615 HRS

	<u>29 Apr 41</u>	<u>30 Apr 41</u>	<u>1 May 41.</u>
Duty Unit	2/11 A Fd Regt	9 Div Cav Regt	2/3 M G Bn
Capt of Day	Capt H.E.Edwards	Capt Dalgleish	
Off of Day	Lt R.S.Colclough	Lt P.H.Collins	
Sub of Day	Lt A Winton	Lt J.R.Hackett	
Off of Guard	Lt H.J.Kitto	Lt D.R.Brown	
Lieut of Shore Picquet.	Lieut M.R.Schottelius	& HQ & E Coys	
Ord Sjt	Sjt Springthorpe P.	Sjt Taylor A.J.	
Ord Bugler	Tpr Turner C.C.	Tpr Hage R.H.	

2. BN DUTIES MOUNTING 1615 HRS.

	<u>29 Apr 41</u>	<u>30 Apr 41</u>	<u>1 May 41.</u>
Ord Off	Lt M.F.Bonnin	Lt M.F.Bonnin	Lt M.F.Bonnin
Ord Sjt	Sjt Needs R.T.	Sjt Brownell A.L.	Sjt Charleston FL.
Ord Cpl	Cpl Stock N.L.	Cpl McCulloch C.G.	Cpl Thatcher J.P.
Duty Coy	HQ & E	A	B

3. SHORE PICQUET. The Shore Picquet of 1 Off & 10 O/R's will report for mounting at Foyer "B" Deck at 1300 hrs. The O.C. Picquet will be a Capt from 2/11 A Fd Regt.

4. MESSING. Block III will breakfast at 0800 hrs. On duty Mess Orderlies w will report as usual and remain on duty all day. Times for mid-day and evening meals will be notified later. The attention of Coys is drawn to B R O No.18/41 Para 10.

5. SHORE LEAVE. Personnel who did not proceed on leave on 29 Apr 41 may disembark and re-embark for shore leave on 30 Apr 41 in the order Block I, Blk II, Blk III. Block III personnel will disembark as previously with Lieut M.F.Bonnin as Marshal. All sub-units MUST send an N.C.O. at 0825 hrs to the Forward Companionway Prom Deck to report to the Marshal.

6. ROUTE MARCH. 25 % of personnel not granted leave on 30 Apr 41 will disembark for a route march at 0930 hrs and re-embark at 1115 hrs. Coys will detail 25% of their personnel, including at least one officer, to parade on Prom Deck starboard side forward under Capt R.R.Gordon, who will be O.C. this party and will liaison with the Block I Major in charge of the whole march.

7. CANTEENS. Attention is drawn to the amended list of times for Dry Canteens as published in Ship's R/O's. A copy of this list has been forwarded separately to Coys.

8. SUN DECK. Until the Port of Colombo is cleared, Sun Deck is out of bounds to ALL ranks excepting picquets and A/A gunners.

9. WASHING. Water will be available for washing all day on 30 Apr 41.

[Signature] Capt
Adj't 2/3 M G Bn A I F.

File

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS

Pt.1

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Ship
No.20/41

Lt Col A S Blackburn V C

by

30 Apr 41

1. SHIP'S DUTIES MOUNTING 1615 HRS

	<u>30 Apr 41</u>	<u>1 May 41</u>	<u>2 May 41</u>
Duty Unit	9 Div Cav Regt	2/3 M G Bn	
Capt of Day	Capt Dalgleish	Capt H F Beaney	
Off of Day	XXXXXXXXXXXX		
	Lieut P H Collins	Capt E R Lawson	
Sub of Day	Lieut J R Hackett	Lieut B G Clennett	
Off of Guard	Lieut D R Brown	Lieut F L M Burden	
Ord Sjt	Sjt Taylor A J	Sjt Farr R W	
Ord Bugler	Trumptr Hage R H	Pte Farnham W	

2. BN DUTIES MOUNTING 1615 HRS

Ord Officer	Lieut M F Bonnin	Lt. M F Bonnin	Lt M F Bonnin
Ord Sjt	Sjt Brownell A L	Sjt Charleston F L	Sjt Danger H A
Ord Cpl	Cpl McCulloch C G	Cpl Thatcher J P	Cpl Plunkett J D
Duty Coy	A	B	C
Duty Sjt/Mjr		W O II Williams J P	

3. DUTIES

Coys will supply the following duties and fatigues. The duty Sjt Major will liason with C S M 's to parade all duties and fatigues 5 minutes before time set down.

Serial No. 1	C Coy
2	HQ & E
3	C
4	A
6	B
7	D

All the above duties mount at 1615 hrs.

4. CORRIDORS

All personnel are to be informed that loitering is forbidden in the corridors outside the Chief Steward's and Staff Captain's Cabins, B Deck Forward of Foyer.

5. SHORE LEAVE

There will be no shore leave tomorrow 1 May 41. Parades and timings will be as usual. Arrangements are being made to conduct a route march tomorrow 1 May 41 for 50% of personnel. As soon as particulars are known ~~xxxx~~ will be advised.

6. HYGIENE

Coys

On the daily inspection it has been reported that personnel have been urinating in corners and passage ways. Personnel detected urinating in any place other than the latrines or urinals provided will be placed under close arrest.

7. ABSENTEE RETURN -- Coys will render a return by 0900 hrs Thursday of absentees as at 0600 hrs 1 May 41.

8. TRAINING --- Coys will ensure that when personnel are on leave, those remaining on Board carry on with their training and personnel are not to be left to their own devices.

.....
A/Adjt 2/3 M G Bn

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BN ROUTINE ORDERS PT II

APPENDIX V

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War Diary (v)

(REF. 558/41)

AUSTRALIAN MILITARY FORCES
ROUTINE ORDER PART II

No 25

2/3 Machine Gun Battalion, A.I.F.

Place - WOODSIDE.

Date - 31st March, 1941.

Last Part II Order No. 24 published on 26th March, 1941.
PCG/MJT.

ESTABLISHMENT: (Including attached and 1st Reinforcements)

Officers	W.Os.	S/Sgts. & Sgts.	Cpls.	Gp.I	Gp.II	Gp.III	O/Rs.	Total
39	8	47	50	7	49	57	579	836

STRENGTH: (As per last Part II Order published)

39	8	44	46	6	44	50	611	848
----	---	----	----	---	----	----	-----	-----

Sub Subject No.	Personal or Army No.	Rank	Name	Particulars of Casualty etc.
-----------------	----------------------	------	------	------------------------------

STRENGTH INCREASE. (W.3011 87/41)

1052	SX 11397	Pte.	ELLIOTT	W.E. Transferred from 9th Div. Amn. Sub Park as from 19/3/41 (D.C.R. 150/12/16) (4 M.D. Letter No.6116)
------	----------	------	---------	---

STRENGTH DECREASE.

1053	SX 6118	Lieut.	O'BRIEN	I.W. Transferred to 'X' List 20/3/41, Medically boarded as temporarily unfit. Three months' leave recommended. On recovery to be attached to 3 T.Bn. for allotment as reinforcements officer 2/3 M.G. Btn. A.I.F. (D.C.C. 97/9/9) (W.3010 92/41)
1054	" 6908	A/L/Cpl.	VERCO	C.W. Transferred to R.R.D. Wayville 15/3/41, to be drafted to reinforcements of Field Amb. Unit. (D.C.R. 150/12/5) (4 M.D. Memo. No.6034) (W.3011 79/41)
1055	" 6049	Pte	FLETCHER	E.R. Transferred to D.D. & R.D. Wayville, 19/3/41, as result of Medical Board C.H. Woodside. (W.3011 87/41). Posted to 'X' List.

31st March, 1941.

2. R.O. No. 25, (Ref. 558/41)

Sub No.	Subject	Personal or Army No.	Rank	Name	Particulars of Casualty etc.
---------	---------	----------------------	------	------	------------------------------

STRENGTH DECREASE. (CONTD.)

The following personnel were transferred to A.A.O.C. to be attached to 2/3 M.G. Btn. as shown:

1056	SX 5328		A/L/Cpl.	MOBBS	E.D. As fitter M.T. 18/2/41 (D.C.R. 47/5/154) (4 M.D Letter No. 6289 17/3/41) (W.3011 79/41)
1057	VX 24562		Pte.	BATES	A.L. As Unit electrician 17/3/41. (D.C.R. 150/12/16) (4 M.D. Letter No. 6102) (W.3011 79/41)

The following personnel marched out on 20/3/41 to R.R.D. Wayville, as Potential Reinforcements Officers, struck off Unit strength in accordance with 4 M.D. Secret Memo. 379/1940. (W.3011 90/41):

1058	SX 9470		A/Sgt.	WHITE	W.C.J.
1059	VX 45741		A/Cpl.	GIBSON	L.A.
1060	" 46370		A/L/Sgt.	PRENTICE	J.
1061	WX 362		A/Sgt.	NICHOLAS	H.F.
1062	" 2609		A/Cpl.	BALES	G.L.
1063	TX 1766		A/Sgt.	MacFIE	H.H.
1064	" 1906		"	GOODRICK	S.J.
1065	" 2207		"	THOMPSON	N.R.
1066	" 3297		"	EDWARDS	G.W.

MARCHED IN.

The following personnel marched in from C.D.S. Woodside as shown:

1067	SX 5119		Pte.	HARRIS	E.A. 14/3/41 (W.3011 79/41)
1068	" 9010		"	MASON	C. 19/3/41 (W.3011 87/41)
1069	" 9047		"	MUIR	R.L. 19/3/41 (W.3011 87/41)
1070	TX 3647		"	DE BOMFORD	I.M. 19/3/41 (W.3011 87/41)
1071	WX 4118		"	HUMPAGE	T.W. 18/3/41 (W.3011 87/41)
1072	" 4132		"	GRIFFITHS	L.E. 18/3/41 (W.3011 87/41)
1073	VX 26122		"	STEPNELL	B.T. 15/3/41 (W.3011 79/41)

MARCHED OUT.

The following personnel marched out to C.D.S. Woodside as shown:

1074	VX 33497		Pte.	HOSSACK	H.I. 15/3/41 (Bullous Empetigo) (W.3011 79/41)
1075	TX 2436		"	LUDBEY	C.S. 17/3/41 (Haematurea) (W.3011 87/41)
1076	WX 2796		"	HANSEN	C. 18/3/41 (URTI) (W.3011 87/41)
1077	" 4140		"	DENTON	E.C. 18/3/41 (Urethritis) (W.3011 87/41)

31st March, 1941.

3.

R.O. No. 25 (Re. 558/41)

76

Sub No.	Subject	Personal or Army No.	Rank	Name	Particulars of Casualty etc.
<u>PROMOTIONS.</u>					
1078		WX 3111	A/Cpl.	NEEDS	R.T. To be A/L/Sgt. 19/3/41 (W.3011 88/41)
1079		" 4110	Pte.	TRIGWELL	C.W. To be L/Cpl. 19/3/41 (W.3011 88/41)
1080		" 4609	L/Cpl.	MANNING	H.T. To be A/Cpl. 19/3/41 (W.3011 88/41)
1081		SX 5555	Pte.	GARDNER	A.M. To be A/Cpl. 15/3/41 (W.3011 88/41)
1082		WX 5858	"	GILLEN	K.S. To be A/S/Sgt. 19/3/41 (W.3011 88/41)
1083		SX 5900	L/Cpl.	BULL	R.S. To be A/Cpl. 19/3/41 (W.3011 89/41)
1084		" 6316	Pte.	MAYNE	A.L. To be L/Cpl. 20/3/41 (W.3011 89/41)
1085		" 6346	L/Cpl.	HUBBARD	A. To be A/Sgt. 6/3/41 (W.3011 89/41)
1086		WX 2077	A/Cpl.	FARR	R.W. To be L/Sgt. 21/3/41 (W.3011 90/41)
1087		" 2917	L/Cpl.	FOX	G.W. To be A/Cpl. 21/3/41 (W.3011 90/41)
1088		" 3111	A/L/Sgt.	NEEDS	R.T. To be A/Sgt. 21/3/41 (W.3011 90/41)
1089		" 4101	L/Cpl.	MERCER	W.R. To be A/Cpl. 21/3/41 (W.3011 90/41)
1090		" 4134	Pte.	LAW	J. To be L/Cpl. 21/3/41 (W.3011 90/41)
1091		" 4135	"	DAVIES	S.M.G. To be L/Cpl. 21/3/41 (W.3011 90/41)
1092		VX 20873	"	NEWMAN	J.A. To be A/Cpl. 21/3/41 (W.3011 90/41)
1093		" 25520	"	HUGHES	M. To be L/Cpl. 21/3/41 (W.3011 90/41)
1094		" 26737	L/Cpl.	HORE	S.J. To be A/Cpl. 21/3/41 (W.3011 90/41)
1095		" 46510	A/Cpl.	DANGER	H.A. To be A/L/Sgt. 21/3/41 (W.3011 90/41)
1096		TX 1245	A/Cpl.	BOWLING	F. To be A/Sgt. 21/3/41 (W.3011 90/41)
1097		TX 1536	A/L/Sgt.	LOVE	E.W. To be A/Sgt. 21/3/41 (W.3011 90/41)
1098		" 1756	"	KEACH	H.P. To be A/Sgt. 21/3/41 (W.3011 90/41)
1099		" 2361	Pte.	HALLAM	R.S. To be L/Cpl. 21/3/41 (W.3011 90/41)
1100		" 2483	L/Cpl.	LETTE	J.R. To be A/Cpl. 21/3/41 (W.3011 90/41)
1101		" 3042	L/Cpl.	ARNOLD	W.H.W./ To be A/Cpl. 21/3/41 (W.3011 90/41)
1102		" 3084	Pte.	JACKSON	D.H. To be L/Cpl. 21/3/41 (W.3011 90/41)
1103		" 3107	A/Cpl.	DAVIS	L.B. To be A/Sgt. 21/3/41 (W.3011 90/41)
1104		" 3544	L/Cpl.	GATENBY	T.A. To be A/Cpl. 21/3/41 (W.3011 90/41)
1105		" 3653	Pte.	McCULLOCH	C.E. To be A/Cpl. 21/3/41 (W.3011 90/41)
1106		" 3748	"	LEE	D.J. To be L/Cpl. 21/3/41 (W.3011 90/41)
1107		SX 9204	L/Cpl.	RAISON	M.V. To be A/Sgt. 21/3/41 (W.3011 91/41)

31st March, 1941.

4.

R.O. No.25 (Ref. 553/41)

Sub No.	Subject or Army No.	Personal or Army No.	Rank	Name	Particulars of Casualty etc.
<u>GRADINGS.</u>					
The following personnel were graded to Group II as shown:					
1108	SX 3715		Pte.	DALLOW	A. 6/3/41 (Cook) Gp. II (W.3011 88/41)
1109	" 9595		"	CHAMBERS	D.C. 19/3/41 (Signaller) Gp. II (W.3011 88/41)
1110	VX 26589		"	OXNAM	W.J. 19/3/41 (Cook) Gp. II (W.3011 88/41)

The following personnel were graded to Group III Driver Mechanic as shown:

1111	VX 25667		Pte.	RAINS	S.W. 13/3/41 (W.3011 79/41)
1112	" 26345		"	HAYSMITH	L.W. 19/3/41 (W.3011 88/41)
1113	" 33900		"	PARK	W.D. 13/3/41 (W.3011 79/41)
1114	" 47364		"	MITCHELL	F.J. 13/3/41 (W.3011 79/41)
1115	SX 5076		"	JONES	G.W. 19/3/41 (W.3011 88/41)
1116	" 5314		"	GOLDFINCH	D.V. 19/3/41 (W.3011 88/41)
1117	" 6131		"	LOCK	L. 19/3/41 (W.3011 88/41)

GRADINGS (RELINQUISHED). (W.3011 89/41)

1118	SX 5555		Pte. (Gp. II)	Cook GARDNER	A.M. - grading relinquished 14/3/41
1119	" 6342		L/Cpl. (Gp. II)	Cook HUBBARD	A. - grading relinquished 5/3/41.

REVERSION.

1120	SX 7151		L/Cpl.	GREGG	T.M. To Pte. 18/3/41 (own request) (W.3011 87/41)
1121	" 5342		T/Cpl.	WILLIAMS	E. To Pte. 18/3/41 (own request) (W.3011 88/41)
1122	TX 1737		A/Cpl.	KEACH	G.W. To Pte. 18/3/41 (inefficiency through long absence on Convs. leave. No fault on part of soldier. (W.3011 88/41)

HOSPITAL TRANSFER.

1123	TX 2334		Pte.	PALMER	J.E. Transferred from C.D.S. Woodside to C.H. Wayville 13/3/41. (W.3011 87/41)
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LEAVE.

The following personnel were granted leave with subsistence as shown. (W.3011 79/41):

1124	SX 5793		A/Sgt.	REDWARD	J. from 19/3/41 to 23/3/41, subs. claimed 4 days.
1125	TX 2443		Pte.	CASS	L.T. From 15/3/41 to 27/3/41 subs. claimed 11 days.

31st March, 1941.

5.

R.O. No. 25 (Ref. 558/41)

79

Sub No.	Subject	Personal or Army No.	Rank	Name	Particulars of Casualty etc.
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LEAVE.

Long week-end leave was granted to the following officers with subsistence claimed as hereunder, (W.3010 83/41):

1126		SX 6962	Lt/Col.	BLACKBURN	A.S. From 21/3/41 to 26/3/41 (4 days)
1127		" 9165	Major	REED	S.H. From 14/3/41 to 19/3/41 (4 days)
1128		" 3796	Capt.	LYNCH	J.K. From 14/3/41 to 19/3/41 (4 days)
1129		" 9942	Lieut.	GLOVER	C.J. From 21/3/41 to 26/3/41 (4 days)

(W.3012 84/41)

1130		SX 9166	Capt.	PELLEW	R.A.A. (A.A.M.C.) 20/3/41 to 25/3/41 (4 days)
1131		"10144	Chpln.	BLAKEWAY	L.N. (A.A.C.D.) from 14/3/41 to 19/3/41 (4 days)

(W.3010 95/41)

Long week-end leave with subsistence was granted to the following officers from 1700 hrs. 14/3/41 to 0900 hrs. 19/3/41:

1132		SX 7095	Lieut.	BONNIN	M.F.
1133		" 7353	"	WEIR	H.M.
1134		" 9570	"	PATERSON	W.A.
1135		"10122	"	DEVONSHIRE	J.M.
1136		"10327	"	CLARKE	A.J.

(W.3010 101/41)

The following personnel were granted pre-embarkation leave with subsistence as hereunder (subsistence not claimed for travelling time, East-West line; meals etc., being provided);

1137		WX 3344	Captain	COWAN	L.M. from 25/3/41 to 7/4/41 subs. 12 days.
1138		" 3333	Lieutenant	GARDENER	G.A. from 25/3/41 to 3/4/41 subs. 7 days.
1139		" 3335	Lieutenant	HANDS	J.L. from 25/3/41 to 4/4/41 subs. 9 days.
1140		" 3336	Lieutenant	HAMILTON	R. from 25/3/41 to 4/4/41 subs. 9 days.
1141		" 3992	Lieutenant	MIDDLETON	W.D. from 25/3/41 to 3/4/41 subs 7 days.

Long Week-end with subsistence claimed was granted as under:

(W.3010 93/41) 1700 hrs. 1900 hrs.
1142 5 Officers from 14/3/41 to 19/3/41 subs. 4 days. Claimed.

(W.3010 97/41)

31st March, 1941.

6.

R.O. No.25 (Ref. 558/41)

Sub No.	Subject	Personal or Army No.	Rank	Name	Particulars of Casualty etc.
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LEAVE (Contd.)

(W.3011 85/41)

1143	25	O/Rs.	from 14/3/41 to 19/3/41,	subs. 4 days	Claimed.
1144	2	O/Rs.	from 19/3/41 to 24/3/41,	subs. 4 days	Claimed.
1145	4	O/Rs.	from 21/3/41 to 26/3/41,	subs. 4 days	Claimed.
1146	1	O/R.	from 20/3/41 to 25/3/41,	subs. 4 days	Claimed.

(W.3011 94/41)

1147	3	O/Rs.	from 13/3/41 to 19/3/41,	subs. 5 days	Claimed.
1148	1	O/R.	from 14/3/41 to 19/3/41,	subs. 5 days	Claimed.
1149	1	O/R.	from 13/3/41 to 19/3/41,	subs. 5 days	Claimed.
1150	1	O/R.	from 14/3/41 to 21/3/41,	subs. 7 days	Claimed.
1151	3	O/Rs.	from 14/3/41 to 19/3/41,	subs. 5 days	Claimed.
1152	127	O/Rs.	from 14/3/41 to 19/3/41,	subs. 4 days	Claimed.

Long week-end leave with subsistence was granted as under (W.3010 97/41)

1153 5 Officers from 1730 hrs. 14/3/41 to 0900 hrs. 19/3/41.

STRENGTH: (after publication of this Order)

Officers	W.Os.	S/Sgts. & Sgts.	Cpls.	Gp.I	Gp.II	Gp.III	O/Rs.	Total
38	8	46	47	6	45	57	588	835

DISTRIBUTION:

2nd Echelon, A.H.Q.
 Checking Staff- Pay Office
 Depot Pay Section
 Depot Pay Master
 D.D.M.S.
 Audit Office
 2/3 Machine Gun Battalion, A.I.F.
 File

L. Hughes
 L. HUGHES CAPT.
 O.i/c. DISTRICT RECORDS OFFICE

Checked by: 1. *[Signature]* 2. *[Signature]*

SOUTHERN COMMAND (4 M.D.)

AUSTRALIAN MILITARY FORCES

ROUTINE ORDER PART II

No. 26

2/3rd Machine Gun BattalionPlace - WOODSIDE.Date - 2nd April, 1941.

Last Part II Order No. 25 published 29th March, 1941.

PCG/TMc.

ESTABLISHMENT (Including attached and 1st Reinforcements)

Officers	W.Os.	S/Sgts. & Sgts.	Cpls.	Gp.I	Gp.II	Gp.III	O/Rs.	Total
39	8	47	50	7	49	57	579	836

STRENGTH (as per last Part II Order published)

38	8	46	47	6	45	57	588	835
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Sub Subject No.	Personal or Army No.	Rank	Name	Particulars of Casualty etc.
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STRENGTH INCREASE.

1154 SX 8486 Pte. ELLIS J.W.E. Marched in from R.R.D., Wayville 21/3/41 (MEMO. 6622 D.C.R. 150/1/16) (W.3012 106/41)

The following personnel marched in from 3 Training Battalion, 21/3/41 (W.3011 99/41)

1155	SX 3825	Pte.	HODSHON	W.C.
1156	" 5643	"	KEYS	T.R.
1157	" 5684	"	RICHARDSON	C.C.
1158	" 9865	"	DOWLING	G.P.
1159	"10032	"	HERA-SINGH	B.
1160	"11262	"	WHITEHEAD	R.L.
1161	"11308	"	HOLMES	J.M.
1162	"11272	"	CONDOR	W.M.

The following personnel marched in from 3 Training Battalion, and were taken on strength (wastage) 21/3/41.

(W.3011 99/41)

1163	SX 6959	Pte.	THORPE	W.A.
1164	" 6985	"	GILBERT	P.W.
1165	" 8799	"	REYNOLDS	J.E.
1166	" 9275	"	JONAS	R.D.
1167	" 9256	"	McINERNEY	L.E.
1168	" 9830	"	BROWN	J.H.
1169	" 9540	"	GLASSON	R.L.
1170	"11261	"	RATHJEN	B.C.

2nd April, 1941.

2.

R.O. No.26 (Ref. 597/41)

Sub No.	Subject	Personal or Army No.	Rank	Name	Particulars of Casualty etc.
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STRENGTH INCREASE (Contd.)

(W.3011 100/41)

1171	SX	7850	Pte.	WILLIAMS L.F.
1172	"	8331	"	WHITTING T.C.
1173	"	8795	"	SORRELL E.T.
1174	"	9292	"	JENKINSON R.F.
1175	"	9300	"	SMITH L.R.W.
1176	"	9389	"	COLLINS K.M.
1177	"	10033	"	LEGGETT S.V.
1178	"	10165	"	STRINGER S.H.
1179	"	10246	"	GUNNER L.V.
1180	"	10326	"	BYRTH W.K.
1181	"	11242	"	FORSTER A.C.

STRENGTH DECREASE.

1182	TX	1737	Pte.	KEACH G.W.	Transferred to R.R.D. 21/3/41 (Whilst on leave without pay) pending discharge by 6 M.D. (Auth. D.C.R. 47/5/154) (W.3011 105/41)
1183	WX	5808	A/Sgt.	SUTHERLAND R.	(A.A.O.C.) Transferred to R.R.D. 22/3/41 for transfer to 2/4 M.G. Bn. Western Command in accordance with 4 M.D. Memo 6622 (D.C.R. 150/1/16) (W.3012 106/41)

MARCHED IN.

The following personnel marched in from C.D.S., Woodside on dates as shown (W.3011 107/41)

1184	SX	5964	Pte.	HANNAGAN A.G.	20/3/41.
1185	SX	6768	"	CLOSE C.H.	14/3/41.
1186	TX	1635	"	HARVEY R.J.	20/3/41.
1187	TX	2384	"	WOODS A.A.A.	20/3/41.
1188	TX	2436	"	LUDBEY C.S.	20/3/41.
1189	TX	2367	"	OATES K.R.	20/3/41.
1190	VX	25596	A/Sgt.	FYFE A.A.	20/3/41.
1191	VX	33497	Pte.	HOSSACK H.J.	20/3/41.
1192	VX	41120	"	SMITH A.E.	19/3/41.

MARCHED OUT.

The following personnel marched out to C.D.S., Woodside on dates as shown (W.3011 107/41)

1193	SX	7151	Pte.	GREGG T.M.	19/3/41 (URTI)
1194	SX	9319	"	SCHLEIN D.A.	20/3/41 (URTI)
1195	SX	9940	"	BUICK J.H.	19/3/41 (Urethritis)
1196	TX	1635	"	HARVEY R.J.	18/3/41 (Concussion)
1197	TX	2437	"	KEBBLEWHITE A.J.	18/3/41 (Laceration)

2nd April, 1941.

3.

R.O. No.26 (Ref. 591/41)

Sub Subject No.	Personal or Army No.	Rank,	Name	Particulars of Casualty etc.
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PROMOTIONS.

1198	SX 8486	Pte.	ELLIS J.W.E.	(A.A.O.C.) To be Sgt. as from 30/1/41 (Memo. 6622 D.C.R. 150/12/16) (W.3012 106/41)
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(W.3011 88/41)

1199	VX 26350	L/Cpl.	WHITE J.	To be A/Cpl. 19/3/41.
1200	VX 26501	Pte.	GREGORY B.	To be L/Cpl. 19/3/41.
1201	VX 33904	L/Cpl.	DICKIE J.B.	To be A/Cpl. 19/3/41.
1202	VX 45934	Pte.	DOODY D.S.	To be L/Cpl. 19/3/41.
1203	VX 45610	A/Cpl.	BELL G.C.	To be A/Sgt. 19/3/41.
1204	VX 46370	"	PRENTICE J.	To be A/L/Sgt. 19/3/41.
1205	TX 1756	"	KEACH H.T.	To be A/L/Sgt. 19/3/41.
1206	TX 2355	Pte.	HARRIS F.J.	To be L/Cpl. 19/3/41.
1207	TX 2483	"	LETTE T.R.	To be L/Cpl. 19/3/41.
1208	TX 3042	"	ARNOLD W.H.W.	To be L/Cpl. 19/3/41.
1209	TX 3137	"	BUTTON C.W.	To be A/Cpl. 19/3/41.
1210	TX 3361	"	FLANAGAN A.H.	To be L/Cpl. 19/3/41.
1211	TX 3544	"	GATENBY T.A.	To be L/Cpl. 19/3/41.
1212	WX 2851	"	ROGERS W.A.	To be L/Cpl. 19/3/41.
1213	WX 2618	A/Cpl.	STEPHENS W.J.	To be A/L/Sgt. 19/3/41.
1214	SX 5580	"	BETTERIDGE R.	To be A/L/Sgt. 19/3/41.
1215	SX 6152	Pte.	SMITH R.F.	To be L/Cpl. 19/3/41.
1216	SX 8200	"	RITCHIE P.J.L.	To be L/Cpl. 19/3/41.
1217	SX 6269	L/Cpl.	SPARRE L.T.	To be A/Sgt. 19/3/41.
1218	SX 6413	Pte.	SHERWIN C.B.	To be L/Cpl. 19/3/41.
1219	SX 6457	"	JONES I.	To be L/Cpl. 19/3/41.
1220	SX 6577	"	GEORGE T.L.	To be L/Cpl. 19/3/41.
1221	SX 6919	L/Cpl.	CHENERY A.D.	To be A/Cpl. 19/3/41.
1222	SX 6920	Pte.	JENKINS K.K.	To be L/Cpl. 19/3/41.
1223	SX 7319	A/Cpl.	CHRISP J.A.	To be A/L/Sgt. 19/3/41.
1224	SX 7320	"	BROWNELL A.L.	To be A/L/Sgt. 19/3/41.
1225	SX 7351	Pte.	HOWIE H.J.	To be L/Cpl. 19/3/41.
1226	SX 8476	"	STEPHENS J.E.C.	To be L/Cpl. 19/3/41.
1227	SX 8717	"	WILL G.	To be L/Cpl. 19/3/41.
1228	SX 9203	A/Sgt.	PRISK D.G.	To be A/S/Sgt. 19/3/41.
1229	VX 21167	A/Cpl.	CHIPPER R.E.	To be A/L/Sgt. 19/3/41.

LEAVE.

The following personnel of 66 L.A.D. have been granted pre-embarkation leave with subsistence on dates as shown (W.3012 98/41)

1230	SX 10991	Capt.	BIRBECK H.F.	From 20/3/41 to 27/3/41, subs. 6 days.
1231	WX 2996	W.O.II	ANDERSON F.M.	From 27/3/41 to 2/4/41, subs. 6 days.
1232	WX 4549	A/Cpl.	HOOPS B.	From 27/3/41 to 2/4/41, subs. 6 days.
1233	WX 4558	"	WEATHERBURN C.J.	From 27/3/41 to 2/4/41, subs. 6 days.
1234	WX 4555	A/L/Cpl.	HAMMERSLEY J.F.E.	From 27/3/41 to 2/4/41, subs. 6 days.
1235	WX 3288	Pte.	ROBINSON R.G.	From 27/3/41 to 2/4/41, subs. 6 days.
1236	WX 3809	"	STONE S.G.	From 27/3/41 to 2/4/41, subs. 6 days.

2nd April, 1941.

4.

R.O. No.26 (Ref. 597/41)

Sub No.	Subject	Personal or Army No.	Rank	Name	Particulars of Casualty etc.
<u>LEAVE (Contd.)</u>					
1237		WX 4053	Pte.	SWANNELL A.W.	From 27/3/41 to 2/4/41, subs. 6 days.
1238		WX 4546	"	SHARP B.	From 27/3/41 to 2/4/41, subs. 6 days.
1239		WX 4547	L/Cpl.	JENKINSON M.B.	From 19/3/41 to 26/3/41, subs. 6 days.
1240		WX 4551	Pte.	CUTTS L.A.	From 27/3/41 to 2/4/41, subs. 6 days.
1241		WX 4557	"	LYNCH D.C.	From 27/3/41 to 2/4/41, subs. 6 days.
1242		WX 5435	"	HURST A.J.	From 27/3/41 to 2/4/41, subs. 6 days.

Pre-embarkation leave with subsistence allowance granted for periods shown on undermentioned Casualty Returns to:

1243 128 O/Rs. (W.3011 102/41) 8 Sheets.

The above Casualty Returns containing necessary information have been passed on to A.A.P.C.

RESULT OF SCHOOLS.

1244	SX 6146	Lieut.	RAGGATT L.M.	Attended A.A.S.C. Motor Cycle School, Geelong from 3/12/40 to 16/12/40, rejoined Unit 17/12/40. RESULT - Motor Cycle Riding, qualified. Map reading, failed. (W.3010 108/41)
1245	SX 5328	A/L/Cpl.	MOBBS E.D.	(A.A.O.C.) Attended A.A.S.C. Motor Cycle Mechanic School, Geelong from 3/12/40 to 16/12/40, rejoined Unit 17/12/40. RESULT - Motor Cycle riding, qualified. Map Reading, qualified. (W.3012 109/41)

PUNISHMENTS (W.3011 107/41)

1246	VX 25390	Pte.	FELSTEAD F.J.	CHARGE: A.W.L. from 2359 hrs. 16/3/41 to 1020 hrs. 18/3/41 (1 day 10 hrs. 20 mins.) A.A.15 (1) Informed of forfeiture of two (2) days' pay. PUNISHMENT: 3 days' detention, 18/3/41 and posted to X List Total forfeiture 5 days' pay.
1247	VX 26782	"	WHITE F.E.	CHARGE: A.W.L. from 2359 hrs. 16/3/41 to 1020 hrs. 18/3/41 (1 day 10 hrs. 20 mins.) A.A.15 (1) Informed of forfeiture of two (2) days' pay. PUNISHMENT: 3 days' detention 18/3/41 and posted to X List. Total forfeiture 5 days' pay.

2nd April, 1941.

5.

R.O. No.26 (Ref. 59/41)

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Sub Subject No.	Personal or Army No.	Rank	Name	Particulars of Casualty etc.
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DEATH:

1248	VX 17002	Pte.	ALEXANDER F.J.	Died 30/3/41 at Northfield Infectious Diseases Hospital (Struck off strength) (Camp Hospital, Wayville Memo. 1155 of 30/3/41). Struck off X List.
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STRENGTH: (after publication of this Order)

Officers	W.Os.	S/Sgts. & Sgts.	Cpls.	Gp.I	Gp.II	Gp.III	O/Rs.	Total
38	8	47	50	6	45	57	609	860

DISTRIBUTION:

2nd Echelon, A.H.Q.
 Checking Staff - Pay Office
 Depot Day Section
 Depot Pay Master
 D.D.M.S.
 Audit Office
 2/3rd Machine Gun Battalion
 File

O.i/c. L.HUGHES CAPT. DISTRICT RECORDS OFFICE

Checked by: 1. *[Signature]* 2. *[Signature]*

SOUTHERN COMMAND (4 M.D.)

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ADMIN. INSTRUCTIONS
H.M. TRANSPORT "MM"

APPENDIX VI

L UNITS.

2/3 M.G. Pn

11. Apl '41.
Transport M.M.

ADMINISTRATIVE INSTRUCTION.
No 1.

82

DARKENING OF SHIP.

The Ship will be "blacked out" from 1800 hrs to 0630 hrs daily.

S.O's of Units will ensure that all "ports" on A. B. C and D decks are closed and covered.

Six (6) port keys are available at Ship's Orderly Room for the purpose of closing ports and they will be collected by the Officer of the Day at 1700 hrs daily, who will be responsible for the issue of the keys to Units and their return to the Ship's Orderly Room by 0900 hrs daily.

The Captain of the Day will inspect all decks prior to 1800 hrs daily and ensure that all ports are closed and covered. On the completion of this inspection by the Captain of the Day, he will report to the Ship's officer of the Watch on the bridge, that all ports are closed and covered.

The Officer of the Guard will ensure that all decks are inspected every two (2) hours to ensure that "Ports" are not opened or covers removed.

The times for darkening the ship will vary and these will be published in Ship's Routine Orders.

R. Smith

.....Capt.
Ship's Adjutant.

Distribution.

As per Routine Orders.

~~SET BAOHM~~

~~A-306~~

~~5-30~~

2/1
2/3 H O En

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26 Apr 41.

ADMINISTRATIVE INSTRUCTION.

Ship No 5.

1. The following instructions will be read in conjunction with Ship's Administrative Instruction No 4.

2. Ship's duties will still mount 1615 hrs but in accordance with the following :- Present Duty in Unit is 2/11 Fd Regt who have agreed to remain on duty until 2000 hrs. This Block will in a like manner carry on until 2000 hrs on Monday 28 Apr 41.

The duties normally required are cancelled and the following will be supplied instead by the Duty Unit :-

Capt of the Day Major E.D.Lynham (See Ship Para 4a)

Duty Sjt Sjt Flinders K.A. (do)

Duty Cpl Cpl Jarman J. (do)

Proving Picquet C Coy (See Ship's Para 4b

Town Picquet 27 Apr 41 - A Coy No 4 Platoon (See Ship's Para 4c)

28 Apr 41 - B Coy No 7 " " " " " "

Officer in charge of Town Picquet will contact Lt J.W. Denniston re the supply of white armbands.

3. MESS ORDERLIES See Para 5 Ship's Admin. Instructions No.4. For the 27 Apr 41 see En Routine Orders 16/41. For the 28 Apr 41 the odd-dated Block will be responsible for the ~~xxxxx~~ breakfast meal and the even-dated Block for the evening meal. If Coys are in any doubt as to which personnel comprise odd or even ~~xxxxx~~ dated Blocks they will contact the R.S.W.

4. OFFICERS' DRESS. Attention is drawn to Administration Instruction No 4 Para 7, which states that Officers may wear open-neck shirts, (without jackets), and with ribbons.

5. MESSING RETURN. Ref Ship's Admin. Instruction para 8, Coys will submit by 2100 hrs tonight a return of personnel not desiring or unable through duties to take leave on the 27 Apr 41, and a similar return for the 28 Apr 41 by 2000 hrs on 27 Apr 41.

6. DISSEMBARKATION There will disembark for leave on Sunday 27 Apr 41 in the following order :- HQ, HQ, LAB, A, B, C, D, & E Coys, and in the reverse order on Monday 28 Apr 41. Officers will parade with, and accompany their Pls throughout disembarkation to the dismissal.

The ~~xxxxx~~ Senior Officer on board each ferry will be in charge and will be responsible for preparing a nominal ~~xxx~~ roll of all personnel in that ~~xxxxx~~ ferry, which will be checked against the personnel re-embarking. To assist in this regard all Pl Comds will prepare a nominal roll in duplicate of all members of their Pls proceeding on leave. If Pls are split Platoon Sjt will accompany one portion of Pl, taking one copy of duplicate roll and striking out the names of those members disembarking with the Pl Comd.

7. SHIP'S ADMINISTRATIVE INSTRUCTION NO 4 Appendix A.

The duties mentioned in the last, second last, and third last paras of Appendix A will be carried out by Lt N.P.Bonnie, Lt L.W.Baggatt, and Sjt S.J.Stephens.

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B. BN DUTIES.

Each Coy, i.e. HQ, A, B, C, D, & HQ & K combined, will provide a picquet of two men each to carry out the duties of Fire, Latrine, Clean-Up and Prowling Picquets during the hrs of leave. This picquet will be in charge of the Bn Ord Sjt and the Bn Ord Cpl, both on Sunday and Monday. One N C O and 6 men of this picquet will be on duty on the troop decks patrolling the whole of the time, and will be relieved every two hrs by the off-duty N C O and 6 men. The off-duty personnel will rest at a place to be arranged by the Ord Sjt. Outside leave hrs Coys will provide picquets, etc as usual.

C. MESS TIMES.

Alteration to Mess Times will be notified later.

J.K. Lynch

J.K. LYNCH CAPT
Adjt 2/3 N C Bn AIF.

LEAVE

26 Apr '41.

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ADMINISTRATIVE INSTRUCTION

No 4.

DISEMBARKATION AND RE-EMBARKATION AT CEYLON.

1. Disembarkation Ceylon instruction already issued will apply and will vary by this Administrative Instruction. In case of ambiguity this Administrative Instruction will be followed in lieu of the one previously issued.

2. OFFICE OF EMBARKATION STAFF OFFICE. The E.S.O.'s office is situated at the lower passenger jetty. (Tel No Colombo 3134).

3. DISEMBARKATION AND RE-EMBARKATION. (a) For timings see Appendix "A" attached.

(b) Personnel being disembarked will be formed up with head of column at head of gangway at least ten minutes before time stated in appendix "A". Each party will re-assemble at dismissal point and any person failing to do this will be turned back from the jetty.

4. DUTIES. (a) On each day in port the duty Unit will supply 2 N.C.O.'s to act as checkers on ship's gangway. These checkers will carry out the duties enumerated in para 8 of instruction previously issued. Duty Unit will supply one officer (a Captain) who will be called "Captain of the Day". He will remain aboard and receive and deal with any messages for O.C. Troops.

(b) Duty Unit will supply 1 N.C.O. and 30 O.R.'s as a prowling picquet to ensure that none of the ship's armament and kits of personnel be interfered with by civilians and others. The Captain of the Day will control this party.

(c) Police and Picquets. Para 10 of instruction previously issued is hereby cancelled. A picquet of 2 Officers 30 O.R.'s for Duty Picquet ashore on 27/28 Apr '41 will be mounted.

The picquet will be formed as under on 27 Apr '41.

1 Officer, 20 O.R.'s	2/11 Army Field Regt.
1 " 10 "	2/3 M.G. Bn
1 " 10 " incl Sgt	9 Div. Cav. Regt.

Picquet 28 Apr '41 will comprise:-

1 Officer 10 O.R.'s	2/3 M.G. Bn.
1 " 10 "	9 Div. Cav. Regt.
1 " 10 " incl Sgt.	2/11 Army Fd. Regt.

The Officer appointed by 2/11 A.Fd. Regt on 27 Apr '41 will be a Captain and the Officer from 2/3 M.G. Bn a Lieutenant. On 28 Apr '41 2/3 M.G. Bn will appoint a Captain and 9 Div. Cav. Regt. a Lieutenant. The picquets will be provided with a mid-day meal and haversack rations from the ship. They will proceed daily from ship to shore, disembarking at 0730 hrs and will take leave until 1330 hrs when they will report to the A.P.M. at Melbourne Jetty for Duty.

The return of picquets to the ship will be arranged between the Garrison Adjutant and the Shore Liaison Officer and it will be the duty of the senior officer of the picquet to see that these arrangements are carried out.

Picquets will provide themselves with white arm bands.

5. MESS ORDERLIES. Mess orderlies will be required each day for breakfast and evening meal and will be provided as follows:-

27 Apr '41. Breakfast, all sittings:

Block III	---	80 O.R.'s.
Block II	---	40 O.R.'s.

Evening Meal:-

Block I	---	80 O.R.'s.
Block II	---	40 O.R.'s.

The mess orderlies detailed for the evening meal on 27 Apr '41 will form part of the first leave party to proceed ashore at 0730 hrs by first ferry and they will return with the first party on the same date. The breakfast mess orderlies will proceed ashore on the last ferry to leave on

APPENDIX "A".

DISEMBARKATION AND RE-EMBARKATION PROGRAMME 27 Apr / 28 Apr '41.

VESSEL	Carrying Capacity	Personnel to Travel Ashore.
La dy Incheape	200	Mess Orderlies 120. (See para 5). Picq net 32. (See para 4 c.) 48 personnel Block I.
Leonora	135	Block I.
Mascotte	85	Block I.
Lina	60	Block I.

Block I will continue to use these Ferries until disembarkation is completed followed by Block II and Block III.

Ship's Staff, A.A.N.S. Y.W.C.A. passengers, Chaplains, Red Cross Representatives will disembark with Block III.

Commencement of Disembarkation will be 0730 hrs each day.

Dismissal point will be Galle Face Green.

Personnel will be landed at Melbourne Jetty and will be marched to dismissal point via Queen Street-Galle Face. Personnel will re-assemble first party at 1600 hrs and subsequent parties at 15 minute intervals.

The vessel Lady MacKay, with carrying capacity of 100 personnel, will become available during the course of disembarkation.

Block II and Block III will post a responsible N.C.O. at the gangway with instructions to inform respective Blocks of when disembarkation is ready to take place. Columns will be ready to move immediately this information is communicated.

An officer from Block III will meet Mrs McDougall, a Nurse and a Chaplain in the Palm Court 27 Apr '41 and advise them the time the Y.W.C.A. representatives, nursing staff and chaplains are to disembark.

C.O. Block III will ensure that provision is made for breakfast mess orderlies leaving the ship at the conclusion of their duties. The Captain of the Day will marshal mess orderlies for disembarkation.

.....

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that morning and will return on the last ferry.

28 Apr '41 Breakfast all sittings:-		
Block 11	---	80 O.R's.
Block 111	---	40 O.R's.
Evening Meal	---	
Block 1	---	80 O.R's.
Block 111	---	40 R.R's.

Instructions regarding departure and return will be the same as for 27 April '41.

6. SENTRIES. All ranks will be warned that there are sentries all along the water-front, and if challenged personnel must answer and obey orders of sentries.

7. DRESS:- Officers may wear open neck shirts (without jackets) with ribbons.

8. PERSONNEL NOT PROCEEDING ON LEAVE 28 Apr '41. Units will submit a return to Ship's H.Q. by 2100 hrs 27 Apr '41 of personnel not desiring to take leave on 28 Apr '41. This return is essential to ensure messing arrangements 28 Apr '41.

9. HOSPITAL ARRANGEMENTS. The S.M.O. will detail one medical Officer one Nurse, 1 N.C.O. and 4 orderlies to remain on board for duty each day.

10. AIR MAILS AND CABLEGRAMS. (a) Air Mail letters to Australia may now be accepted by Blocks for censorship together with a fee in Ceylon currency of one rupee per half ounce. After censorship the mails, together with the fee, are to be delivered to the Ship's Postal Officer for posting on shore.

(b) Cablegrams may also be accepted by Blocks on the forms provided for censorship, together with the necessary fee in Ceylon currency. The fees are as follows:-

1 Rupee 70 cents for a minimum of 6 words. (Address not charged), plus 30 cents for each extra word.

The address of each cable should be preceded by the indication in block letters E.F.M. and the signature must include or consist of the senders surname. If the supply of forms is insufficient, half sheets of note paper may be used. After censorship, cablegrams, together with fees are to be delivered to the ship's postal officer separately from air mail. Both air mail and cablegrams will be accepted by the ship's post office up to 0730 hrs 27 April '41.

So far as can be ascertained these air mails and cablegrams will NOT be forwarded from Colombo for at least ten days.

11. NOMINAL ROLLS OF TROOPS DISEMBARKING. An officer will be in charge of each vessel going ashore. On disembarkation he will take nominal roll of all personnel which will be checked against the personnel re-embarking.

.....Ca pt.
Ship's Adjutant.

ADMINISTRATIVE INSTRUCTION.

Ship No 3.

1. The following instructions will be read in conjunction with Ship's Administrative Instruction No 4.

2. Ship's duties will still mount 1615 hrs but in accordance with the following :- Present Duty ~~in~~ Unit is 2/11 Fd Regt who have agreed to remain on duty until 2000 hrs. This Block will in a like manner carry on until 2000 hrs on Monday 28 Apr 41.

The duties normally required are cancelled and the following will be supplied instead by the Duty Unit :-

- Capt of the Day Major E.D.Lyneham (See Ship Para 4a)
- Duty Sjt Sjt Flinders K.A. (do)
- Duty Cpl Cpl Jarman J. (do)
- Prowling Picquet C Coy (See Ship's Para 4b
- Town Picquet 27 Apr 41 - A Coy No 4 Platoon (See Ship's Para 4c)
- 28 Apr 41 - B Coy No 7 " " " " " "

Officer in charge of Town Picquet will contact Lt J.W. Denniston re the supply of white armbands.

3. Mess Orderlies See Para 5 Ship's Admin. Instructions No.4. For the 27 Apr 41 see Bn Routine Orders 16/41. For the 28 Apr 41 the odd-dated Block will be responsible for the ~~break~~ breakfast meal and the even-dated Block for the evening meal. If Coys are in any doubt as to which personnel comprise odd or even ~~break~~ dated Blocks they will contact the R.S.M.

4. OFFICERS' DRESS. Attention is drawn to Administration Instruction No 4 Para 7, which states that Officers may wear open-neck shirts, (without jackets), and with ribbons.

5. MESSING RETURN. Ref Ship's Admin. Instruction para 8, Coys will submit by 2100 hrs tonight a return of personnel not desiring or unable through duties to take leave on the 27 Apr 41, and a similar return for the 28 Apr 41 by 2000 hrs on 27 Apr 41.

6. DISEMBARKATION The Bn will disembark for leave on Sunday 27 Apr 41 in the following order :- BHQ, HQ, LAD, A, B, C, D, & E Coys, and in the reverse order on Monday 28 Apr 41. Officers will parade with, and accompany their Pls throughout disembarkation to the dismissal.

The ~~Xxxxx~~ Senior Officer on board each ferry will be in charge and will be responsible for preparing a nominal ~~xxx~~ roll of all personnel in that ~~xxxx~~ ferry, which will be checked against the personnel re-embarking. To assist in this regard all Pl Comds will prepare a nominal roll in duplicate of all members of their Pls proceeding on leave. If Pls are split Platoon Sjt will accompany one portion of Pl, taking one copy of duplicate roll and striking out the names of those members disembarking with the Pl Comd.

7. SHIP'S ADMINISTRATIVE INSTRUCTION NO 4 Appendix A .

The duties mentioned in the last, second last, and third last paras of Appendix A will be carried out by Lt M.F.Bonnin, Lt L.M.Raggatt, and Sjt W.J.Stephens.

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8. BN DUTIES.

Each Coy, i.e. HQ, A, B, C, D, & BHQ & E combined, will provide a picquet of two men each to carry out the duties of Fire, Latrine, Clean-Up and Prowling Picquets during the hrs of leave. This picquet will be in charge of the Bn Ord Sjt and the Bn Ord Cpl, both on Sunday and Monday. One N C O and 6 men of this Picquet will be on duty on the troop decks patrolling the whole of the time, and will be relieved every two hrs by the off-duty N C O and 6 men. The off-duty personnel will rest at a place to be arranged by the Ord Sjt. Outside leave hrs Coys will provide picquets, etc as usual.

9. MESS TIMES.

Alteration to Mess Times will be notified later.

J.K. Lynch

J.K. LYNCH CAPT
Adjt 2/3 M G Bn AIF.

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SHIP'S ROUTINE ORDERS
H.M. TRANSPORT "MM"

APPENDIX VII

2/3 MK
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10 Apl '41.

SHIP'S ROUTINE ORDERS.

BY

LT-COL L.R. STILLMAN M.C. O.C. TROOPS.

TRANSPORT M.M.

No 1.

1. DUTIES. Duty Unit mounting 1200 hrs 10 Apl '41 - Grp 9 Reinfts.
 Captain of the Day -- To be detailed by Duty Unit.
 Officer of the Day -- To be detailed by Duty Unit.
 Officer of the Guard -- " " " "
 Orderly Sergeant -- " " " "
 Orderly Bugler -- " " " "
- NEXT FOR DUTY Mounting 1615 hrs 10 Apl '41.
 Duty Unit -- 9 Div. Cav. Regt.
 Capt. of the Day -- To be detailed by Duty Unit.
 Officer of the Day -- " " "
 Officer of the Guard -- " " "
 Orderly Sergeant -- " " "
 Orderly Bugler -- " " "

The above Duty Units will supply names of personnel to Ship's Head quarters situated Foyers "B" deck amidships by 1130 hrs 10 Apl '41

2. ROUTINE. See Ship's Standing Orders Chapter II Page 4.
3. GOVERNOR GENERAL. (a) His Excellency, The Governor General, Lord Gowrie, will inspect the ship at 1030 hrs 10 Apl '41.
 (b) All ranks already embarked will be formed up at emergency stations under their respective officers at 1020 hrs.
 (c) C.O's of Units and Senior Officers of incomplete Units will assemble in Foyer on B Deck at 1020 hrs to meet His Excellency.
4. RIFLES. (a) All personnel not quartered in cabins will hand rifles into Ship's Armoury immediately after first meal after embarkation.
 (b) Personnel allocated to cabins will retain rifles and ensure that they are properly stowed in cabins.
5. SLEEPING ON DECK Where personnel sleeping in hammocks are quartered in troop decks, one third will be permitted to sleep on promenade deck. Personnel sleeping on deck will be allocated on the Roster system. On no account will personnel sleeping in cabins be allowed to sleep on deck.
6. SICK PARADE. (a) Sick parades on 10 Apl '41 will be held at 1000 hrs and 1600 hrs at Medical Inspection Room situate Cabin 465 "B" Deck (starboard side off Foyer amidships).
 (b) As from 11 Apl '41 sick parades will be held in Group R.A.P.'s as ordered in Ship's Standing Orders Chapter XIII page 23.
7. MEDICAL INSPECTION. All troops will be examined within 24 hours of embarkation with particular reference to presence of any infectious disease, V.D., parasites, scabies, peducill, and tinea of the feet. Times will be notified to Units later.

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SHIP'S ROUTINE ORDERS.
PAGE 2.

8. HAMMOCKS. O.C's Units will instruct personnel sleeping in hammocks in the correct method of "getting into hammocks" when retiring. That is by lifting oneself into hammock by hook at head of hammock and sliding in, and NOT by climbing into centre of hammock.

9. DUTY ROSTER. The following Duty Roster will be observed as follows:-

10	Apl '41	-	9 Div. Cav. Regt.
11	"	-	2/11 A. Fd. Regt.
12	"	"	2/3 M.G. Bn.
13	"	-	Group 1 Reinfts.
14	"	-	Group 2 "
15	"	-	Group 8 "
16	"	-	Group 9 "
17	"	-	9 Div. Cav. Regt.
18	"	"	2/11 A. Fd. Regt.
19	"	-	2/3 M.G. Bn.
20	"	-	Group 1 Reinfts.
21	"	-	Group 2 Reinfts.
22	"	-	Group 8 Reinfts.
23	"	-	Group 9 Reinfts.

(b) Duty Units will submit to Ship's Headquarters names of duties mounting 24 hours prior to duties mounting.

10. WET CANTEENS. (a) The situation of Wet Canteens for O/R's is set out in Ship's Standing Orders, Chapter IX Page 18.
(b) Hours of service will be as follows:-
Groups I, II, III, (See Chapter II Part I Ship's Standing Orders) half an hour before evening meal and from 1700 hrs to 1900 hrs.

11. MESSAGES IN BOTTLES. All ranks are to be warned that throwing bottles or sealed tins overboard containing messages is prohibited. All bottles thrown overboard do not necessarily travel shorewards. It is, therefore quite possible for an approximate plotting to be made of the course followed by transports should two or more bottles containing dated messages be picked up by an enemy raider. The handing or throwing of bottles or tins containing messages to stevedores or others is likewise forbidden.

12. TYPE-WRITERS. When typewriters are not in use they are to be placed on the floor or deck.

R. Smith
.....Capt.
Ship's Adjutant.

DISTRIBUTION.

- 9 Div. Cav. Regt.
- 2/11 A. Fd. Regt.
- 2/3 M.G. Bn.
- Group 1 Reinfts.
- " 2 "
- " 8 "
- " 9 "
- SMO
- Master of Ship (for information)
- Chief Steward (2) "
- File (2).

Wednesday

BAD and C lunch at 1200

F, B, E (LAD) lunch at 1400

Letter not to be known off deck

No messages or bottles

Leave lgt's. Shuffle

Labours crew only

Guard in troop decks

Sub parade at 1000 hrs on B deck Cabin 465

Articles for food to prevent

from up in emergency stations

Baggage officer in baggage room

RAP food and port make D deck

ord off AIF Number order para 101

Emergency signal

THIS IS A DRAFT COPY

SHIPS ROUTINE ORDERS.

11 Apl '41.

BY

2/3 M.G. BN

LT-COL L.R. STILLMAN M.C. COMMANDING.

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TRANSPORT M.M.

NO 2.

1. DUTIES Duty mounting 1615 hrs 11 April '41 --- 2/11 Army Field Regt.

Captain of the Day	-	Capt J.A. Pearson.
Officer of the Day	-	Lieut. F.M. Grant.
Subaltern of the Day	-	Lieut. L.O. Cordner.
Officer of the Guard	-	Lieut. N.R. Macaw.
Orderly Sergeant	-	Sgt. Hook A.E.
Orderly Bugler.	-	Gnr Turner C.C.
<u>NEXT FOR DUTY</u>	-	2/3 M.G. Bn.
Captain of the Day	-	Captain E.R. Lawson.
Officer of the Day	-	Capt. H.F. Beaney.
Subaltern of the Day	-	Lieut. R.A. McPherson.
Officer of the Guard	⊗	Lieut. C.G. Brettingham- -Moore.
Orderly Sergeant	-	Sgt. A. Bodson.
Orderly Bugler	-	Pte. Hester A.G.

2. CHANGE OF NOMENCLATURE. In future Groups I, II, and III as referred to in Ship's Standing Orders will be known as BLOCKS I, II, and III to avoid confusion with Group Reinforcements.

3. MESS PROCEDURE. BLOCK I will remain below decks until Messing Officer announces meal is ready. BLOCK I will then come up and march to allotted tables. An N.C.O. will report to Messing Officer for word as to when men are to be brought forward. On completion of the meal the men will be marched below decks and stay there until BLOCK II is seated. They will then be marched to the Parade ground. BLOCK II will go to Parade ground before breakfast and remain there until second sitting is ready. An N.C.O. is to stand by to ascertain when meal is ready. BLOCK II will then march down to tables. On completion of meal the men will be marched below and remain until third sitting is seated. The men will then be marched to parade deck. BLOCK III will go to parade deck and stay there until second sitting is clear. An N.C.O. to obtain order from Messing Officer before bringing the men forward. On completion of meal BLOCK III will be marched below and return knife fork and spoon to kit and then proceed to parade deck.

- (A)
- (B) This procedure will be followed for all meals.
- (c) For mid-day and evening meal BLOCKS II and III will go below as soon as proceeding BLOCK is seated and remain there until sent for.
- (d) It is essential that every Officer and N.C.O. keeps control of his men and insists on these orders being strictly adhered to. It is because of lack of control that confusion and delay has already arisen
- (e) Each BLOCK will appoint----
1 Block Messing Officer.
1 Messing Officer per Unit.
The Duties of these officers have been defined to them by the Ship's Messing Officer in conference.

MESS ORDERLIES. Some Unit Mess orderlies were 15 to 25 minutes late in reporting this morning. This caused inordinate delay.

PICQUETING OFF DOORWAYS TO MESS ROOMS. Picquets posted on doorways must prevent unauthorised persons from entering. Officers and N.C.O.'s must not permit their men to enter mess room until Messing Officer reports ready.

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- 5. DISCIPLINE. All ranks are reminded that there are Nursing Sisters and other women on the boat and that bad language is offensive to these ladies. All officers and N.C.O's must rigidly check the use of bad language.
- 6. GUN EMPLACEMENTS. All gun emplacements are out of bounds to every one except the detachments responsible for the service of the guns.
- 7. FOYER "B" DECK The Foyer "B" deck must be kept clear of all personnel except those actually on duty there, parading for duties and marching of personnel to mess and other parades.
- 8. BUGLE CALLS. (a) When C.O's are required for conferences Orderly Trumpeter or bugler will sound "Officers" and followed by a "G". This will be done on "A", "B", Promenade and Sun Decks fore and aft. C.O.'s will immediately report to O.C. Troops cabin.
(REVEILLE. The Orderly Bugler will sound Reveille in the Foyer on "B" deck and in addition, on all Troop Decks.
- 9. OFFICER OF THE DAY. The Officer of the Day will act as a co-ordinating officer of fatigues and will report at the Ship's Orderly Room at hourly intervals.
- 10. EMERGENCY STATIONS. Ship's Standing Orders Chapter XI. In the case of emergencies personnel allotted to emergency stations Nos 1, 2, 21, 22, 23, and 24 will stand by in order to assist the lowering of rafts overboard.
- 11. GAMBLING. The game of "two up" is forbidden. It is the duty of all Officers, N.C.O's, sentries, picquets and patrols to suppress any attempt to play this game. Any offenders disobeying this order are to be dealt with by C.O's of Units.
- 12. LATRINES. All ranks are to be warned that on no account are cigarette butts, matches, cigarette cartons or rubbish of any kind to be thrown into latrines.
- 13. BOAT DECK The boat deck is out of bounds to all personnel. This deck may be used only for the purpose of ingress and egress to and from the Sun deck.
- 14. CHURCH PARADE. A voluntary Church Parade will be held at 1530 hrs 11 Apl '41 for those wishing to attend.
Roman Catholic service - Officers Lounge.
Other denominations service - After Lounge.
- . LIFE BELTS. All personnel will wear their life belts at all times except when sleeping when they will be placed at heads of hammocks or bunks

Canteen for mess

[Handwritten Signature]

.....Capt.
Ship's Adjutant.

ADDENDUM.

W.O's & SERGEANT'S LOUNGES. The position of these Lounges are defined in Ship's Standing Orders. Officers must not enter these Lounges for the purpose of purchasing liquor or cigarettes. They will give their orders to Ship's Stewards in attendance in Officer's lounge and the Stewards will procure their requirements for them.

NOTICE

Lost Gold Cyma wrist watch on Deck B. Finder please return Ship's Headquarters.

DISTRIBUTION:- As per R/O No 1.

95 2/3 MB BN

11 Apl '41.

To C.O. Troops.
Transport M.M.

Inspection of ship at 1030 hrs on 11 Apl '41 revealed many unsatisfactory features which are summarised thus:-

VENTILATION. On D deck is not satisfactory.

- (a) Port holes in two sections of the deck were closed at 1140 hrs and were opened at the order of the Staff Captain.
- (b) It is considered that ventilation will be greatly improved if all hammocks are slung from one hook when not in use.

CLEANLINESS. The troop deck floors are littered with papers and refuse and in a very unsatisfactory state.

SANITARY CONVENIENCES. Many showers and latrines are not functioning. and at least in some instances this is due to recent blockage with paper.

SANITARY FATIGUES. In only one section D 14 was a sanitary fatigue at work. This section was the only one which could be considered satisfactory

DETAILED FINDINGS. Attached is found an appendix containing brief details and more serious faults.

- RECOMMENDATIONS.
- (1) That hammocks be unslung and both rope ends attached to one hook during daylight hours.
 - (2) That all portholes on troop decks be opened during daylight hours.
 - (3) That provisions of sanitary fatigues by all Units occupying G and E Decks be considered an urgent necessity to supervise the use and be responsible for cleanliness of latrines and decks.

Sgd. E. Downie.
Major. S.M.O.

APPENDIX.

TROOP DECK.

- D 16. Toilet flooded.
 - 7. Latrines flooded and no water in showers.
 - 11. Ports closed 1140.
 - 13. Pumphouse not working.
 - 14. Hammocks -- Sanitary Fatigue -- 2/3 M.G.Bn only satisfactory Unit.
 - 21. No water in latrines, conditions very bad.
 - 19. No water in wash basins. Razor blades scattered in wash basins.
 - 22. Ports closed at 1120 atmosphere bad. Urgent provisions for drinking water needed. Basin blocked, no water in showers.
 - 25. Cistern blocked. Latrines very dirty.
 - 27. Plugs stuck in basins. Latrines not working. Scupper blocked.
- 6 37. Plugs stuck in basins

To C.O's.
All Units.

Above matters reported by S.M.O. must be remedied forthwith. C.O's will await inspection of Troops Decks on 12 Apl '41 to accompany C.O. and S.M.O. through their Decks. Inspection will commence forward on D deck at 1000 hrs. It is likely that some considerable time will elapse before the inspection is complete.

R. Smith
Ship's Capt.

W. H. ...
As per R.O'S

2345 BN 96

SHIP'S HEADQUARTERS.

12 APRIL '45

O.C. TROOPS INSPECTION.

- D. DECK. Section 18. (2/3 Light A.A. Regt. 2/3 Fd. Regt).
Deck not swept. Hammocks and gear not stowed.
- Section 25. 1 W.C. lid off, also one W.C. blocked.
- Section 23. (2/12 Fd Regt). Deck not swept. Hammocks not stowed
- Section 7 & 9. Broken W.C. seat. Some W.C. pans leaking.
- Section 8. Trough latrine blocked. One W.C. pan blocked.
- B DECK. Cabin No 526, no water in W.C.
Cabin Nos. 435 437 no lights.

VENTILATION

- (a) It is noted that the best use is not being made of the ventilating system. Ventilators should be directed downwards and not up to the ceiling.
- (b) All portholes must be opened outside of blackout hours, unless otherwise ordered.

TROUGH LATRINES. The salt water flushing trough latrines must be kept running continuously.

EMERGENCY STATION

NOTICES.

In case where the emergency station is not indicated on walls of troop quarters or cabins, Units concerned will take the necessary steps to remedy this defect.

CLEANING OF AREA

OUTSIDE TROOP DECKS. The Duty Unit should supply 1 N.C.O. & 4 O.R's daily from 0630 hours to 1700 hours to sweep stairs and ally ways outside of troop decks. This fatigue will work continuously and as necessary to keep these areas free free of litter.

Signed Capt. J Pearson.
Captain of the Day.

ALL UNITS.

Executive action by Units will be taken to remedy all matters referred to in the Report and the annexed Report of S.M.O. Ship's Company will be requested to effect repairs to latrines seats. Any sewerage blockage incapable of being remedied by military personnel is to be reported in writing to Ship's Orderly Room.

.....Capt.
Ship's Adjutant.

O.C. Troops.

Inspection of ship at 1000 hours on 12. Ap. '41 disclosed definite improvement on conditions found on 11 Ap. '41.

VENTILATION. On D deck has been improved by slinging hammocks in line from a single hook. A few portholes were found closed in cabins in B deck. This is not desirable in fine weather. In some instances punkah louvres were turned off. Of floors of troop decks is definitely improved.

CLEANLINESS.

SANITARY CONVENIENCES. Conditions are still not satisfactory, but are improved. In open trough latrines sea water is not flowing constantly which in this type of latrine is essential.

RECOMMENDATIONS.

- (a) A general instruction to troop decks to sling two hammocks from a single hook leaving intervening space clear would improve ventilation still further.
- (b) All portholes should be open in daylight hours weather permitting.
- (c) All punkah louvres should be kept in "On" position at all times. i.e. vent forward or downwards but not upwards.
- (d) In open trough latrines it is recommended that salt water should flow continuously day and night.
- (e) Blockage of latrines will be minimised by use of sanitary paper and, if available, no other should be used.

DETAILED FINDINGS are attached herewith.

Signed Major E. D. Downie.
S.M.O. H.M.T. MM.

APPENDIX.

- D. 13 Paper on latrine seats. Flushing key is missing. Showers _ insufficient pressure for more than one shower at a time.
- 18 Floor littered with paper. Hammocks not slung from single hook.
- 22 Hammocks not slung correctly.
- 28 Floor littered with paper.
- 25 Latrines. Broken seat. One latrine blocked. Flooding of floor of Ships Water Point in Cabinet.
- 23 Hammocks not correctly slung.
- 7 Latrines, broken seats two. Leakage from base on one pan.
- 8 Trough latrine full of faecal matter. Exit blocked, demands urgent attention. Abultion benches. Basins unempied benches untidy.
- C 39 Hand basin, one plug not working.
- B Cab. 423 Bath room floor flooded.
- 526 Latrine not flushing.

98 2/3 M.G. Bn

SHIP'S ROUTINE ORDERS.

12 Apl '41.

BY

LT-COL L.R. STILLMAN M.C. O.C. TROOPS.

TRANSPORT M.M.

No 3.

1. DUTIES. Mounting 1615 hrs 12 Apl '41 - 2/3 M.G. Bn.
- | | | |
|----------------------|----|----------------------------------|
| Captain of the Day | -- | Capt. E.R. Lawson. |
| Officer of the Day | -- | Capt. H.F. Beaney. |
| Subaltern of the Day | -- | Lieut. R.A. McPherson. |
| Officer of the Guard | -- | Lieut. C.G. Brittham-
-Moore. |
| Orderly Sergeant | -- | Sgt. Bodson A. |
| Orderly Bugler | -- | Pte Hester A.G. |
- NEXT FOR DUTY.
- | | | |
|----------------------|----|--|
| Captain of the Day | -- | <i>group: Reinfo.</i>
Lieut. Vanderkelen. |
| Officer of the Day | -- | Lieut. Daley. |
| Subaltern of the Day | -- | Lieut. Hatwell. |
| Officer of the Guard | -- | Lieut. Archer. |
| Orderly Sergeant | -- | To be detailed. |
| Orderly Bugler | -- | To be detailed. |

2. SAFETY PRECAUTIONS.

All ranks are warned against sitting on the Ship's rails or in any other place from which it is possible to fall overboard. In the event of anyone falling overboard the Master of the Ship is under orders from higher authority not to stop.

3. BLACK OUT.

The hours for the "black-out" this evening are from 1810 hrs to 0630 hrs 13 Apl '41.

4. INOCULATIONS & VACCINATIONS.

Attention is directed to Standing Orders Chapter 13 Para 8 Page 24. These rolls must be forwarded immediately.

5. REPAIRS.

Unit C.O.'s will submit to Ship's Headquarters by 0900 list of repairs requiring attention. This report will be submitted daily for submission to the Staff Commander at 0930 hrs. *0800 hrs.*

6. RETARDING OF CLOCKS.

All clocks will be retarded one (1) hour at midnight 12/13 Apl '41.

7. OUT OF BOUNDS.

All spaces containing machinery on C Deck fore and aft are out of bounds to all personnel.

8. WATER BOTTLES.

(a) The fresh water supply will be cut off daily from 0900 hrs to 1800 hrs.
(b) Personnel will fill water bottles every morning before 0900 hrs for drinking purposes.

9. WAR EQUIPMENT.

Unit Quartermasters must return to Ship's Q.M. lists of all war equipment not already drawn by 1200 hrs 13 April '41.

10. LIGHTS.

A member of the Ship's company will meet the Captain of the Day at the Ship's Orderly Room at 2200 hrs to switch off all lights in public rooms.

11. COMPLAINTS.

The habit of personnel making complaints to members of the Ship's staff must cease. All complaints are to be handed to Unit Orderly Rooms and Adjutants in turn will forward them to Ship's Orderly Room for submission to the right quarter.

boys must understand that all equipment complaints must NOT be made to the Ship's Staff but forwarded through the usual channels, all through pl. com and msg to B.H.R.

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Ship's Routine Orders.

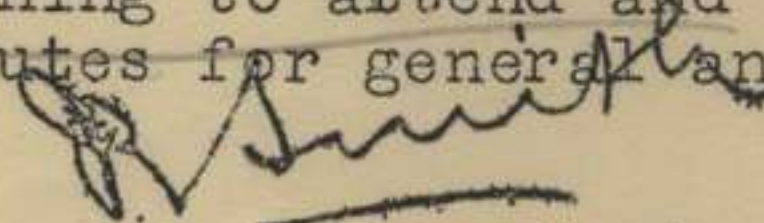
Page 2.

12. BOTTLE FATIGUE. The Duty Unit will provide a bottle collecting fatigue to collect all empty beer and soft drink bottles. All empty bottles will be placed outside cabin doors and entrances to troop decks prior to 0600 hrs when the fatigue will commence duty. Boxes are to be placed on each troop deck as soon as possible for receiving bottles. All empty bottles will be returned to the canteens.
13. GUARD. The Duty Unit will detail two (2) attending men to mount duty with the guard.
14. CABINS. To allow for cleaning, all cabins are to be vacated by 0800 hours until 1100 hrs.
14. RUBBISH. Rubbish must not be thrown overboard during daylight hours. Boxes for rubbish will be made available today and placed in each troop deck section. Orderly Officers will supervise the throwing of rubbish overboard. All rubbish is to be dumped overboard at 30 minutes after black out which will vary from day to day. The Subaltern of the Day will contact the Staff Commander each afternoon to ascertain from which deck rubbish is to be dumped.
15. CHURCH PARADES. The following Church Parades will be conducted Sunday 13 Apr '41:-
General,
Church of England. Holy Communion 0620 hrs, Men's Lounge, Chaplain A.L. Bulbeck.
Roman Catholic, Mass 0620 hrs, Officer's Lounge; Mass 0915, Sergeant's Lounge, starboard side, Chaplain W.G. Cantwell.
United Church. Holy Communion 0945 hrs, Officer's Lounge, Chaplain A.H. Stewart.

Unit Church Parades.

1. ~~2/11 A. Fd. Regt. 0900. Men's Lounge. Chaplain A.E. Lloyd.~~
2. ~~Sigs. A.M.C. Cav. Reinforcements 0900, Officer's Lounge
Chaplain A.H. Stewart.~~
3. ~~2/3 M.G. Bn. General Parade 0930, Sun Deck. Chap. L. N. Blakeway.~~
4. ~~9th Div. Cav. Regt. 0900. Promenade Deck, Port side,
Chaplain F. Spencer.~~
5. ~~Block 2 (Group 1 & 8) Reinforcements 0900 hrs, Sun Deck
Chaplain M.W. Britten.~~

Early services are voluntary for all wishing to attend and not required for duties. Units will receive routes for general and voluntary parades.


.....Capt.
Ship's Adjutant.

NOTICES.

LOST. Lost in wash house on "D" deck, gold watch. Reward on returning Orderly No 9 Group or Ship's H.Q.

Found; Identity Discs Nos VX47555 M.A. Stewart and VX42763 T.H. Evans. Apply Ship's Orderly Room.

Tobacco pouch containing disc on front numbered VX16461. Apply. Orderly Room.

Distribution.
As per R/O No 1.
Incl. 3 3/4

SHIP'S ROUTINE ORDERS.

13 APR '41.

211 213 MSBN
100

BY

LT-COL L.R. STILLMAN M.C. COMMANDING.

TRANSPORT M.M.

NO 4.

1. DUTIES.

MOUNTING 13 Apl '41.	..	Group 1 Reinforcements.
Captain of the Day	..	Lieut. Vanderkelen.
Officer of the Day	-	Lieut. Madagen.
Subaltern of the Day	..	Lieut. Hatwell.
Officer of the Guard	-	Lieut. Archer.
Orderly Sergeant	-	
Orderly Bugler.	-	
<u>NEXT FOR DUTY</u>	..	Group 2 Reinforcements.
Captain of the Day	-	Lieut. Eastick.
Officer of the Day	-	Lieut. Hobson.
Subaltern of the Day	-	Lieut. Burghard.
Officer of the Guard	-	Lieut. Bavin.
Orderly Sergeant	-	Sgt. Wells.
Orderly Bugler	-	Tpr. Page.
Duty Mounting 15. Apl '41	----	Group 8 Reinforcements.

2. PAY.

- For the first disbursement of pay requisitions for cash (form W.F. 123) will be submitted to the Ship's Paymaster as soon as possible. These requisitions must be signed by an officer
- (a) The denominations of cash required should be endorsed on the back of the W.F. 123. Pay will be made in multiples of 10/-
- (b) For the First payment the maximum drawings are limited as follows:-
- | | |
|---------------------|---------|
| Officers----- | £5/-/- |
| W.O's and Sgts----- | £2/10/- |
| Other ranks ----- | £1/-/- |
- (c) Credits are to be entered in the paybooksup to and including 16 April '41.
- (d) Ammended or new allotments must be made to Unit pay Sergeants before 1200 hrs on 14 Apl '41. These allotments will be submitted to the Ship's Paymaster for return to the State of enlistment.
- (e) Acquittance rolls for voyage only personnel are to be endorsed "voyage only, for Return to Australia". These acquittances will be entered on a separate summary. Separate summaries will also be prepared for each district.
- (f) Chaplains, nurses and Philanthropic personnel to whom pay-books have been issued will be paid by the Ship's paymaster.

3. LEAVE AT
FREMANTLE.

- (a) Normal leave is granted from Transports berthing in harbour 30 minutes after berthing is completed until 2359 hrs. Confirmation must however be obtained from embarkation staff officer before leave is granted. All ranks will be issued with leave passes. Shore leave is NOT granted from transports at anchor.
- (b) Troops on leave should be advised to take with them a leaflet "Welcome to the West". Sufficient copies will be distributed to each man on disembarking for leave.
- (c) TOWNS PICQUETS PERTH AND FREMANTLE. In the event of leave being granted Transport M.M. will provide:--
- For Perth:- 2 Officers and 60 O/R's incl 6 N.C.O's.
(3 of the N.C.O's to be Sergeants).
- For Fremantle:- 1 Officer and 20 O.R's, incl 2 N.C.O's.

Town Picquets will be drawn from one Unit under their own Officers and not made up from de tails. Town Picquets will remain on Board until called for by the D.A.P.M. and will take their instructions from him.

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Ship's Routine Orders.

Page 2.

LEAVE
(Contd)

(d) Gangway Guards. A guard will be posted at each gangway while ship is in port and no officer or other person will be allowed on board unless in possession of an authorised pass.

(e) Ship's Picquet. From 2000 hrs until expiration of leave a Ship's picquet consisting of one Sergeant and 6 other ranks will be stationed in the vicinity of the shipboard end of gangway to assist troops on board and maintain order and in vicinity of gangway and ship's side as required by E.S.O. D.A.P.M., or officer in charge of wharf guard and shore picquet

TRAIN
ARRANGE-
-MENTS.

(a) Personnel granted shore leave will be marched off ship, formed up on wharf and moved as follows:-

(i) Personnel for movement by rail will be entrained under arrangements made by embarkation staff.

(ii) Personnel visiting Fremantle will be formed up on wharf marched off wharf premises and dismissed.

(B) Special trains for Perth will depart from rear of wharf shed as promptly as possible after commencement of leave. Return trains from Perth Central Railway Station will leave at intervals from 2230 hrs for wharf.

(C) No tickets will be issued, but rail fares on the basis of 1/- per man granted leave will be collected by Units and handed to Ship's Adjutant who will hand it to a representative of Movement Branch Headquarters Western Command on arrival of vessel. This payment entitles troops on leave to travel on special train and on any other suburban train and Perth trams during period of leave. Personnel visiting Fremantle first may afterwards travel to Perth by ordinary trains and vice-versa.

REFRESHMENTS ASHORE. Citizen's Reception Council has arranged light refreshments at Perth and Fremantle as shown on the leaflet.

A canteen is established at the western end of High St Fremantle.

DISCIPLINE. All ranks are warned that they are still subject to Civil Law and that heavy sentences are inflicted by the Courts for offences such as stealing, or assuming control of motor cars, or wilful damage. During stay of convoy at Fremantle troops throwing mail matter, refuse and missiles overboard, or onto wharf, will be placed under arrest and dealt with for disobedience.

PROWLING PICQUET. A prowling picquet of one N.C.O. and 10 O.R's will be detailed from the Duty Unit to patrol the wharf in order to ensure that the throwing of mail matter, refuse, missiles etc overboard or onto the wharf is not indulged in.

LIAISON WITH SHORE STAFF. Lieut. Bonnin of 2/3 M.G.Bn. will be in charge of gun port and/or gangway throughout stay in port. The duty of this officer will be to receive, issue receipt for and dispose of all documents and stores delivered on board by shore staff. He will also act as liaison between ship's staff generally.

ABSENTEES. A complete list of all absentees is to be forwarded to Ship's Orderly Room for forwarding to E.S.O., Western Command, before convoy leaves Fremantle and where possible kits are to be sent ashore.

Each Unit will post a representative at the foot of the gangway, check leave passes handed to guard, marking names off a leave roll as personnel return from leave.

EMERGENCY REQUISITIONS AND REPLACEMENTS FOR EQUIPMENT? STORES AND STATIONERY. Requisitions for replacement of equipment, stores and stationery are to be handed to Ship's Orderly Room before arrival at Fremantle. On the arrival at port requisitions will be immediately lodged with the proper authority. Requisitions may only be lodged in cases of emergency.

TELEPHONE TRUNK CALLS. It should be made known to all ranks that concession trunk line calls may be made by members of Units on board only at the Fremantle Post Office or through pay clerk's special telephone booth at the G.P.O. Perth.

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Ship's Routine Orders.

PAGE 3.

LEAVE
(Contd)

Officers cannot obtain these facilities through Headquarters Western Command or embarkation staff office.

MAIL MATTER.

Personnel are to be advised that prior to arrival that mail should be despatched only through ship's postal officers and that mail thrown overside to lighter etc or onto the wharf will be confiscated. The indiscriminate handing of mail matter overside is not in their own interests as there is no guarantee that even if the person receiving the mail avoids having it confiscated, it will be posted.

SECURITY.

It is essential that gangway sentries examine passes of all persons boarding the vessel and refuse admittance unless an authorised pass is produced. The only exception is during embarkation when E.S.O. will be responsible for all persons embarked.

4. BLACK BOARDS.

Units requiring blackboards, chalk and dusters will send a fatigue party of 1 N.C.O. and 4 men to report to the Ship's Q.M. store in the Armoury at 0615 hrs daily. All blackboards dusters and chalk are to be returned to store by 1700 hrs daily.

5. RUNNER.

The runner provided by the Duty Unit for duty at the O.C. Troops suite is no longer required. In future he will report to the Ship's Orderly Room.

6. BLACK OUT.

Two shutters were removed from the Promenade Deck for use as blackboards and were not returned. This caused serious delay in darkening the ship on the evening of 12 Apl '41. Any persons interfering with black out equipment will be placed under arrest and dealt with by C.O.'s of Units.

7. FATIGUES.

Fatigues detailed to draw stores from ship's Q.M. MUST report at time stipulated.

8. SMOKING.

During the Day. Smoking is permitted during the day in the following areas:- All open decks, including promenade deck, public rooms, mess rooms and Foyer B Deck.

During the Night. Public rooms, Foyer B Deck and Mess rooms. Smoking is strictly prohibited in alley ways and troop decks.

8. MOVEMENT.

Attention is directed to Ship's Standing Orders Chapter VI para 1.

9. SALT

WATER SOAP. Salt water soap is on sale at the dry canteens.

10. TROOPS LOUNGE.

All other ranks will vacate Grand Lounge and after lounge by 2145 hrs daily. The Duty Unit will supply a fatigue of 1 N.C.O. and 10 O.R.'s to clean up both lounges at 2145 hrs. These men will sleep with the picquet.

11. INOCULATIONS.

Personnel deficient in inoculations will attend M.I.R. as follows:- 9 Div Cav Regt at M.I.R. at 1015 hrs 14 Apl '41. Grp 1 Reinfts at M.I.R. at 1045 hrs 14 Apl '41.

12. ISOLATION HOSPITAL.

This hospital is out of bounds to all ranks. Visiting is only to be allowed by permission of hospital medical officer or S.M.O.

13. CANTEENS.

Canteens hours are amended as follows:-

DRY CANTEEN	----	Forward C. Deck	1030 to 1200 hrs
			1400 to 1645 hrs
			1730 to 2000 hrs
		Aft B Deck	--- 1030 to 1330 hrs
			1430 to 1900 hrs
		Aft A deck	-- 1030 to 1330 hrs
			1430 to Black out.

13. CANTEENS.
Contd.

Wet Canteen. Promenade Deck Port side --1700 - 1900 hrs.

14. OFFICERS
MESS.

The Officers evening meal has been altered from 1900 hrs to 1915 hrs

15. WASHING
OF
CLOTHES.

Owing to the shortage of fresh water, on no account is it to be used for washing of clothes. All ranks will have to use salt water for this purpose and "Sea" soap. It is imperative that this instruction be carried out.

16. BLACK
OUT.

The hours of the "black out" this evening are:-
1750 hrs to 0640 hrs.

.....Capt,
Ship's Adjutant.

NOTICES.

LOST. Respirator anti-gas marked SX11130 E.W.S. Moore.
Return Ship's Orderly Room.

Black leather wallet. Return Ship's Orderly Room.

Lost inscribed money belt. Return Ship's Orderly Room.

3 M G Br

14 Apl '41.

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SHIP'S ROUTINE ORDERS.

BY

LT-COL L.R.STILLMAN M.C. O.C.TROOPS.

TRANSPORT M.M.

No 5.

- | | | |
|---------------------------------------|---|-------------------------|
| 1. <u>DUTIES.</u> Mounting 14 Apl '41 | - | Group 2 Reinforcements. |
| Captain of the Day | - | Lieut Eastick. |
| Officer of the Day | - | Lieut Hobson. |
| Subaltern of the Day | - | Lieut. Burgha rd. |
| Officer of the Guard | - | Lieut. Bavin. |
| Orderly Sergeant | - | Sgt. Wells. |
| Orderly Bugler | - | Tpr Page. |
| <u>NEXT FOR DUTY.</u> | - | Group 8 Reinforcements. |
| Captain of the Day | - | Capt. Pannell FLL. |
| Officer of the Day | - | Lieut. O.D.Gooden. |
| Subaltern of the Day | - | Lieut. L.J.Pollard. |
| Officer of the Guard | - | Lieut. Lethbridge. |
| Orderly Sergeant | - | Sgt. Gabb A.G. |
| Orderly Bugler | - | To be detailed. |

2. LEAVE. Transport M.M. will not berth at Fremantle, but will anchor in mid-stream, consequently NO leave will be granted.

3. RETARDING OF CLOCKS. All clocks will be retarded one (1) hour at midnight 14/15 Apl '41.

4. SHIP'S TIME. Correct Ship's time will be transmitted to Orderly Rooms at 0800 hrs ea ch day.

5. BLACK OUT TIME. The hours for "black out" this evening are 1830 hrs to 0625 hrs 15 Apl '41.

6. CONFIRMATION AND INSTRUCTION. Those desiring to be prepared for Confirmation in the Church Religious of England, or for Communicant membership in the Presbyterian Church are requested to apply as early as possible to the Padre of the Unit. Any Roman Catholic troops desiring Religious Instruction may make arrangements with Chaplain Cantwell. Roman Catholic troops can also obtain prayer books, rosaries, or medals from the R.C. Chaplain.

7. SHIP'S CONCERT. The Ship's Concert Party will present a concert tonight in the Grand Lounge at 2000 hrs. In order to arrange seating accommodation the lounge will be cleared of all troops by 1915 hrs and re-opened at 1945 hrs. No bottled liquor is to be taken to the concert.

.....Capt.
Ship's Adjutant.

15 Apl '41.

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2/3 M.G Bn

SHIP'S ROUTINE ORDERS.

BY

LT-COL L.R. STILLMAN M.C. O.C. TROOPS.

TRANSPORT M.M.

No 6.

1. DUTIES.	Mounting 15 Apl '41.	-	Group 9 Reinforcements.
	Captain of the Day	-	Capt. E.M. Inglis.
	Officer of the Day	-	Lieut. P.L. Ferrier.
	Subaltern of the Day	-	Lieut. G. Haniford.
	Officer of the Guard	-	Lieut. Kimber.
	Orderly Sergeant	-	Sgt. Moir C.T.
	Orderly Bugler	-	Pte. Anguin.
	Next for Duty.		
	Mounting 16 Apl '41	-	9 Div. Cav. Regt.
	Captain of the Day	-	Capt. J. Irving.
	Officer of the Day	-	Lieut. J. M. Clements.
	Subaltern of the Day	-	Lieut. W.H. Coster.
	Officer of the Guard	-	Lieut. W.G. Inglis.
	Orderly Sergeant	-	Sgt. Adams U.B.T.
	Orderly Trumpeter	-	Tpr Hage R.H.

2. DUTY ROSTER.

The Duty Roster has been amended as follows:-

17	Apl 41	-	2/11 Army. Fd. Regt.
18	"	-	2/3 M.G. Bn.
19	"	-	Group 1 Reinfts.
20	"	-	Group 2 Reinfts.
21	"	-	Group 8 Reinfts.
22	"	-	Group 9 Reinfts.

Duty Units will submit to Ship's headquarters names of duties mounting 24 hours prior to duties mounting.

3. ROUTINE.

As from Reveille 16 Apr '41 Block I will take the meal and parade timings of Block III and Block III will take the timings of Block I.

BLACK OUT.

Instances have occurred where portholes have been opened and lights turned on as soon as Reveille has been sounded. The sounding of Reveille does not mean that lights can be exposed and all ranks must be informed when the time for the "black out" expires and that no lights which can be seen from the outside are to be switched on until then, and that all portholes must remain closed until expiration of blackout.

The hours of black out this evening are 1810 hrs to 0630 hrs.

HOSPITAL

CASES All emergency cases occurring at night will report at Hospital.
AT The medical orderly will rouse Hospital Medical Officer who will
NIGHT. treat patient and decree as to whether admission to hospital is necessary.

6. TELEGRAMS.

It is understood that Postal Officials will board the ship at Fremantle for the purpose of taking telegrams from troops. The after lounge on the promenade deck will be used for this purpose, and groups will be notified of further details as soon as possible.

7. ACCOMODATION.

The following accomodation has been allotted personnel embarking at Western Command. Personnel occupying these are to vacate same by 0600 hrs 16 Apl '41:-- "A" Deck; Cabins 243, 245, 251, 240, 247, 249, 242 (two berths). "B" Deck:-- 458, seven berths; 456, 454, 5 berths; D Deck Section 8, 29 berths, Section 6 39 berths; "C" Deck section 34 97 berths; section 32, 54 berths; section 29 42 berths; "E" deck, sec 1, 54 berths; sec 2 54 berths, sec 3, 85 berths, sec 4 79 berths.

R. Smith
.....Capt.
Ship's Adjutant.

2/3 M.G. Bn
106

16 APL '41.

SHIP'S ROUTINE ORDERS.

BY

LT-COL L.R. STILLMAN M.C. O.C. TROOPS.

TRANSPORT M.M.

No 7.

<u>L. DUTIES.</u>		
Mounting 16 Apl '41	--	9 Div. Cav Regt.
Captain of the Day	--	Capt. J. Irving.
Officer of the Day	--	Lieut. J.M. Clements.
Subaltern of the Day	--	Lieut. W.H. Coster.
Officer of the Guard	--	Lieut. W.C. Inglis.
Orderly Sergeant	--	Sgt. Adams H.B.T.
Orderly Trumpeter	--	Tpr Hage R.H.
Next for Duty.		
Mounting 17 Apl '41	--	2/11 Army Field Regiment.
Captain of the Day	--	Capt. K. Falconer.
Officer of the Day	--	Lieut. J.E. Starke.
Subaltern of the Day	--	Lieut. R. Colclough.
Officer of the Guard	--	Lieut. N. Caldwell.
Orderly Sergeant	--	Sgt. Coop A.M.
Orderly Trumpeter	--	Gnr Turner C.C.

R Smith

.....Capt.
Ship's Adjutant.

2/3 M.G. Bn
107
17 Apr '41.

SHIP'S ROUTINE ORDERS.

BY

LT-COL L.R. STILLMAN M.C. COE. TROOPS.

No 7.

1. <u>DUTIES.</u>	Mounting 17 Apr '41	-	2/11 Army Field Regiment.
	Captain of the Day	-	Capt. K.A. Falconer.
	Officer of the Day	-	Lieut. J.E. Starke.
	Subaltern of the Day	-	Lieut. R. Colclough.
	Officer of the Guard	-	Lieut. N. Caldwell.
	Orderly Sergeant	-	Sgt. Coop A.M.
	Orderly Trumpeter	-	Gnr Turner C.C.
	<u>Next for Duty.</u>	-	2/3 M.G. Bn.
	Captain of the Day	-	Capt H.G. Griener.
	Officer of the Day	-	Capt R.R. Gordon.
	Subaltern of the Day	-	Lieut. M.R. Schottelieus.
	Officer of the Guard	-	Lieut R. Hamilton.
	Orderly Sergeant	-	Sgt. Redward J.
	Orderly Bugler	-	Pte Farham W.

2. BADGES OF RANK. Badges of rank will be worn by all personnel.

3. MESSING. (a) Smoking in men's mess is prohibited between the closing of ports and the conclusion of the third sitting of the evening meal. ^{coys}
(b) Units will ensure that personnel, unable because of duty to attend mess punctually (with their own unit), attend punctually at another sitting. The ^{Unit} Messing Officer is to be advised of such a change. They are to attend their own sitting as far as possible.
(c) The fatigues provided for in Administrative Instruction No 2 Para 1 (c) and Para 1 (e) are increased by five (5) other ranks.

MESS ORDERLIES.

All Units will submit to Ship's H.Q. by 2359 hrs today 17 Apr '41 a list showing the names of all mess orderlies reporting for duty on 18 Apr '41 and a list of those for duty on the following day. These lists will be considered a record of permanent orderlies and Units will ensure that all the personnel shown report punctually on their day of duty. [If any detail is to be changed, it will be the responsibility of the Unit concerned that the list is amended by the unit Messing Officer before 2359 hrs on the day preceding that on which the detail is to report.]

In the case of emergency a change is to be immediately notified to the Block Messing Officer on duty at 0600 hrs on the day of duty. All mess orderlies will be paraded under Block arrangements before moving into the mess in the morning and are to be marched in as a body and handed over to the Officer on Duty. ^{at 0455 hrs}

GALLEY FATIGUE.

The following further fatigue is to be detailed by the duty unit:- 1 Bdr or Cpl and 4 O/R's to report to S/Sgt Prist in the galley daily at 0615 hrs for hygiene duties.

all B.H.B. to The Bn Ord Sgt
4. RESTING FATIGUES

(a) Personnel resting from fatigues will go to starboard side of boat deck. Should they desire to go inside they may go down to E deck or their quarters.

(b) The picquet on Boat deck will ensure that personnel do not climb ladders or in any way interfere with the ship's equipment. All gun deta chments on duty on Boat deck will co-operate with the picquets in this matter.

5. GUARDS.

When there are personnel in the isolation ward SM of the hospital the guard will be increased by one post. Duty Unit will daily ascertain the position from O.C. Hospital in time to warn personnel.

6. DISCIPLINE

&
ADMINISTRAT-
-ION.

- (a) As from 1615 hrs 17 Apl '41 units within blocks will come under command of the Block Commander for Administration and discipline.
- (b) All guards and picquets will be supplied by senior units in each block and all fatigues will be drawn from sub-units.

7. THROWING
OF
ORANGE
PEEL.

Personnel are warned against the danger of throwing orange and other fruit peelings in corridors and on stairways. Several accidents have already been caused through this thoughtlessness.

R. Smith

.....Capt.
Ship's Adjutant.

NOTICE.

|| Found:-- Silver cigarette case. Apply Ship's Orderly Room

|| A list of articles found is attached to the Notice Board in the Foyer. Articles lost are also included.

DISTRIBUTION.

- 9 Div. Cav Regt.
- 2/11 Army Field Regiment.
- 2/3 M.G.Bn.
- Group 1 Reinfts.
- " 2 "
- " 8 "
- " 9 "
- S.M.O.
- Western. Command Reinfts.
- Master of Ship (for information)
- Chief Steward (2)
- File (2).

18 Apr '41.

SHIP'S ROUTINE ORDERS.

BY

LT-COL L.R. STILLMAN M.C. O.C. TROOPS.

No 8/

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1

1. <u>DUTIES.</u>	Mounting 1615 hrs 18/4/41	2/3 M.G.Bn.
	Captain of the Day -	Capt. H.G.Griener.
	Officer of the Day -	Capt. L.M.Cowan.
	Subaltern of the Day -	Lieut. M.R.Schottelieus.
	Officer of the Guard -	Lieut. R. Hamilton.
	Orderly Sergeant 9	Sgt. Redward J.
	Orderly Bugler -	Pte Farnham W.
	Next for Duty -	9 Div. Cav. Regt.
	Captain of the Day -	Capt. E.S.Dalgleish.
	Officer of the Day -	Lieut. J.A.Ferguson.
	Subaltern of the Day -	Lieut. H.G. Ffyfe.
	Officer of the Guard -	Lieut. D.R.Brown.
	Orderly Sergeant -	W.O.II Roberts O.G.
	Orderly Bugler. -	Tpr Hage.

2. WET

CANTEENS.

(a) As from today an additional wet canteen will be established in the aft lounge on the promenade deck. Wet Canteens will in future be open during the undermentioned times:-

1100 hrs to 1300 hrs.

1600 hrs to 1800 hrs.

1900 hrs to 2000 hrs.

Personnel are only permitted to purchase one (1) bottle of beer at each visit.

(b) FATIGUES (i) 9 Div. Cav. Regt. will supply 1 N.C.O. and 4 O/R's as a permanent picquet to report to Provost Sgt at 1030 hrs daily.

(ii) 9 Div Cav. Regt. and 2/11 Army Field Regiment will each supply 1 N.C.O. and 2 O/R's to assist in wet canteens daily at 1030 hrs.

Fatigues

(iii) Western Command Reinforcements will supply 1 N.C.O. and 14 O/R's to report to Mr Morris of the Ship's Company at 0730 hrs daily at lift well C deck.

3. HYGIENE.

Personnel caught using empty bottles as urinals will immediately be placed under close arrest.

4. SECURITY.

A number of letters have been confiscated from motor launches and barges moored alongside this ship. All letters will be opened and handed to C.O's for disciplinary action.

5. ISOLATION HOSPITAL

No patient in Isolation Hospital will leave the hospital for any purpose without the express permission of hospital Medical Officer or S.M.O.

6. PAY.

For No 2 pay credits in pay books are to me made up to 23/4/41. Preparation of acquittance rolls and summaries may then be proceeded with in order to adjust advances in the shortest possible time. Pay will be on the basis of:-

Officers £5/-/-

W.O's and Sgts £2/10/-

Other Ranks £1/-/-

These drawings are subject to the necessary credit being established in the pay books. As in pay period No 1 pay must be in multiples of 10/- and requisitions for cash should be lodged with the Ship's Paymaster as early as possible. The Pay Sergeant for Western Command personnel should ensure that the date of embarkation viz 16/4/41 is entered on page 1 & 2 of the pay books. The Paymaster's cipher for acquittance rolls is M.M. and will be roll No 2.

Pay Sgt

**PAY
(Contd)**

OVERSEAS CURRENCY. Subject to leave being granted at overseas posts arrangements will be made to convert Australian currency into its overseas equivalent. All ranks will hand to their paying officer the amounts in Australian currency which they desire to convert. The paying officers will then prepare a nominal roll indicating the amounts and make arrangements with the Ship's Paymaster to collect the appropriate overseas currency for distribution to the personnel concerned in exchange for the Australian currency then held by the Paymaster. On the expiration of leave similar arrangements will be made to reconvert unexpended overseas monies into Australian currency.

**7.
AIR MAIL
LETTERS.**

Until further notice no articles for Air Mail transmission can be accepted by Ship's Post Office as previous arrangements made by Australian Military Authorities with Indian Civil Administration are now cancelled and air mail rate to be charged is not known.

8. LATRINES.

D. Deck Forward:-- All personnel on E Deck, 2/27 Bn, 2/43 Bn Reinfts are to provide a picquet of 1 officer, 1 N.C.O. and 12 O/R's as a permanent latrine picquet.
D Deck amidships:-- Sigs and A.A.M.C. details are to provide a similar picquet to take charge of all latrines situated amidships underneath foyer.

*per unit
with a picquet
of 1 NCO*

D. Deck aft:--- To be maintained as at present by 2/3 M-G.Bn
C Deck:---- Units quartered adjacent to latrines are to take charge and maintain them. - *COX Fire Picquets will be responsible for cleanliness & maintenance*
These duties are in addition to sanitary fatigues as at present detailed. The duty of the picquets will be to picquet only, see that personnel using latrines flush them and to maintain cleanliness and prevent blocking of drains. If a drain becomes blocked, the latrine or wash basins are to be closed until repairs are carried out. Blockages are being caused by personnel of Units throwing newspapers, cigarette ends and packets, razor blades and wrappers in the drains of trench latrines. This practice must cease forthwith.

9 SMOKING.

A large number of troops continue to smoke in corridors and below decks. Officers also continue to offend. The Ship's Orderly Officer will accompany the fire picquet through the ship twice during tour of duty while men are off parade and arrest any personnel found smoking.

**10 SHIP'S
STORE-
ROOM.**

From 1800 hrs to 2230 hrs the guard on the Ship's store room is to be doubled.

**11. SHIP'S
PRINTING
ROOM.**

Only personnel in possession of passes issued from Ship's H.Q. will be permitted to enter the ship's printing room.

12. GAMBLING.

In addition to the Game of "two up" the following games are forbidden: Crown and Anchor, dice, Heads and Tails. Officers, N.C.O's, sentries, picquets and patrols are to suppress any attempt to play these games. Any offenders disobeying this order are to be dealt with by C.O's of Units.

J.R. Smith
.....Capt.
Ship's Adjutant.

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11. WET CANTEENS.

Owing to the extremely heavy consumption of beer which if continued would mean that none at all would be available during latter stage of voyage, the following system will apply:-----

As from Sunday 20 Apr '41 the amount of liquor which can be purchased daily from the wet canteen will be limited to one bottle per man. Each man requiring beer will apply to the officer commanding his sub unit, Tp Leader or platoon commander for a Ration Ticket. This ticket will be filled in by the officer concerned with the following particulars: No and Name, Squadron, Company or Unit, and will be signed by the soldier concerned.

This ticket will be dated with a stamp and signed by the officer not more than once daily.

The ticket must be produced when purchasing beer. The date will be cancelled by canteen personnel and ticket returned to the holder.

Only ONE ticket will be issued to each man. Officers are requested to use date stamps neatly as the supply of tickets is very limited.

Copy under will report to BRM at 2000 hrs 19 Apr 41 for issue of tickets and instructions re same.

12 CHURCH PARADES.

The following services will be conducted tomorrow:-

GENERAL:- Church of England, Holy Communion, Grand Lounge 0700
Officers Lounge 1000 hrs.

(a) Roman Catholic Mass. Officers Lounge 0800 hrs,
After Lounge 0930 hrs.

United Church. Holy Communion grand lounge 0945 hrs.

UNITED CHURCH PARADES:- Block I:--9 Div. Cav. Regt Grand Lounge 0900 hrs. Chaplain Spencer.

Groups 2 and 8 Prom Deck Starboard side 0900 hrs
Chaplain Stewart.

(b) Block II:-- 2/11 Army Field Regt Grand Lounge 1500
Chaplain A.E. Lloyd.

Groups 1 and 9 Prom deck Port side (1) 0900 hrs
(8) 0930 hrs. Chaplain M.W. Britten.

Block III:-- 2/3 M.G. Bn Grand lounge 1015 hrs
Chaplain L.N. Blakeway. Western Command, Grand Lounge 1400
Chaplain A.L. Bullock.

(c) (i) R.E. Confessions heard Tribune Chapel A deck just aft of foyer on starboard side Saturday. 1700 - 1800 hrs, 2015 - 2000 hrs.

(ii) Special services will be held on Anzac Day particulars of which will be published later.

Personnel not attending Church Parades or who are officially on duty will parade at the normal times.

.....Capt.
Ship's Adjutant.

NOTICE.

LOST:-- Wallet containing £7. Reward of £3 on returning Ship's Orderly Room.

Found:- Black leather wallet. Apply Ship's Orderly Room.

2/3 MGBn
19 Apr '41 112

SHIP'S ROUTINE ORDERS.

BY

LT-COL L.R. STILLMAN M.C. O.C. TROOPS.

NO 9.

1. DUTIES. Mounting 1615 hrs 19 Apr '41 9 Div. Cav. Regt.
Captain of the Day - Capt. E.S. Dalgleish.
Officer of the Day - Lieut. J.A. Ferguson.
Subaltern of the Day - Lieut. H.G. Ffyfe.
Officer of the Guard - Lieut. D.R. Brown.
Orderly Sergeant - W.O. LL Roberts O.G.
Orderly Bugler - Tpr Hage.
Next for Duty 2/11 Army Field Regiment.
Captain of the Day - Captain J.H. Winton.
Officer of the Day - Lieut. T.B. Adams.
Subaltern of the Day - Lieut. N. Macaw.
Officer of the Day - Lieut. R. Storr.
Orderly Sergeant - Sgt. Jessup R.A.
Orderly Bugler - Gnr Turner C.C. *know the position of their emergency stations*
2. EMERGENCY STATIONS. Many personnel are not yet aware of the numbers or positions of their emergency stations. C.O.'s of blocks will take steps to ensure that all ranks have this information by 0900 hrs 20 Apr '41. All ranks must appreciate that on emergency stations being ordered they are to proceed to their stations in an orderly manner and remain there until "all clear" is given. Many men were sent back to fatigue duties or released on account of sickness in today's test. Only in extreme cases of illness should permission be given to leave. *to up will (4 long whistle blasts)*
3. GAMBLING Gambling in all forms is forbidden during training hours.
4. DRUNKENNESS. All cases of drunkenness *will* are to be dealt with by C.O.'s. The Provost and Picquet will arrest all men under the influence of drink. *the*
5. PARADE HOURS. Too many men are playing games, reading, or otherwise amusing themselves during parade hours. Officers and N.C.O.'s will ensure that all men not engaged on duties or officially off duty are on parade at the proper times.
6. BREAKFAST & ROUTE BLOCK II. Route from the Sun deck to assembly area for breakfast only; Port and Starboard ladders from Sun deck. All picquets are to be instructed to let them past from 0715 hrs to 0735 hrs.
7. SHIP'S CREW. Personnel are warned that "B" deck aft is reserved for crew only. This is the only deck space for the ship's company and is clearly marked that it is reserved for the crew. The picquet is to be warned that no personnel are permitted in this area.
8. FRESH WATER. Fresh water will be available at the following times daily:
0530 hrs to 0900 hrs.
1300hrs to 1400 hrs.
1600hrs to 1800hrs.
9. BLACK OUT. The hours of black out this evening are 1805 hrs to 0645 hrs.
10. EMPTY BOTTLES. Personnel continue to throw empty bottles overboard instead of retaining them for collection and return to the canteen. This practice must cease forthwith.

Officers P&RT

as from a including so after at
all officers not required for duty will
parade on the Sun Deck at
1705 hrs for P&RT under
Lieut J L Hands.

[Faint, mostly illegible text, likely bleed-through from the reverse side of the page. Some words like "Officers", "P&RT", and "Lieut" are visible.]

2/3 MGBn
20 Apr '41.

SHIP'S ROUTINE ORDERS.

BY

LT-COL L.R. STILLMAN M.C. O.C. TROOPS.

No 11.

1. DUTIES. Mounting 1615 hrs 20 apr '41 2/11 Army Field Regt.
Capt of the Day Capt J.H. Winton.
Officer of the Day Lieut. T.B. Adams.
Subaltern of the Day Lieut N. Macaw.
Officer of the Guard Lieut R Storr.
Orderly Sergeant Sgt Jessup R.A.
Orderly Bugler Gnr Turner C.C.
Next for Duty Black III.
Capt of the Day Capt R.R. Gordon.
Officer of the Day Capt R.C. Piper.
Subaltern of the Day Lieut. J.C. Hayne.
Officer of the Guard Lieut. R.A. PePherson.
Orderly Sergeant Sgt. Love E.W.
Orderly Bugler Pte Kinnane M/
2. DARKENING SHIP. Criticism of efficiency in darkening ship has been received from O.C. Convoy. C.O's of blocks will take measures to ensure that all Units and personnel under their command strictly comply with orders already issued relating to this matter.
Black out this evening will be from 1830 hrs to 0545 hrs.
3. RETARDING CLOCKS. Clocks will be retarded one hour at midnight 20/21 April '41.
4. HOSPITAL ADMISSIONS. All patients admitted to hospital and isolation hospital will bring with them in addition to lifebelt, their greatcoat, hat, helmet steel, respirator anti-gas and sea kit bag. In case of Emergency Stations lifebelt, greatcoat, and hat must be placed in a prominent position on the patients bed.
5. DRY CANTEEN. In future the forward canteen on C deck will be open for an additional period from 1915 hrs to 2000 hrs daily.
6. MESSING.
(a) Enamel mugs and plates are being taken from the mess room. Any person detected taking plates or mugs from the mess will be placed under close arrest. All personnel now wrongfully holding these articles are required to return same to the mess room at the next meal. Personnel retaining mugs and plates after 1200 hrs 21 Apr '41 will be placed under close arrest.
(b) Units are to ensure that personnel detailed for fatigues in the mess room or galley MUST report on time, otherwise the messing staff cannot produce meals on time.
(c) Picquets. All picquets having supper in the mess room MUST wash their own eating utensils and leave the mess room in a clean and tidy condition. Disciplinary action will be taken against personnel who disobey this order.
(d) Smoking. Attention is drawn to Ship's Routine Orders No 7 para 3a "Smoking in men's mess between the closing of ports and the conclusion of the third sitting of the evening meal is strictly prohibited".
(e) Extra picquet. The duty unit will provide picquet on the mess room doors from 1930 hrs to ~~2359~~ hrs daily. The purpose of this fatigue will be to prevent all unauthorised personnel from using the mess room and galley between the hours stated.

1 cpl 4 of Rs
7. ROUTINE.

As from Reveille 21 Apr '41 Block III will take the timings of Block I and Block I will take timings of Block II. Block II will take the timings of Block III

.....
Ship's Adjutant.

St. James Super
Remnant of Report
Mr. Hammer at
0830 daily.

DEPARTMENT OF THE ARMY
OFFICE OF THE ADJUTANT GENERAL
WASHINGTON, D. C.
1918

TO: THE ADJUTANT GENERAL
FROM: THE ADJUTANT GENERAL
SUBJECT: [Illegible]

[The remainder of the page contains extremely faint and illegible text, likely a typed report or memorandum.]

2/3 M.G. Bn
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22 Apr '41.

SHIP'S ROUTINE ORDERS.

BY

LT-COL L.R. STILEMAN M.C. O.C. TROOPS.

No 13.

1. DUTIES. Mounting 1615 hrs 21 Apr '41
 Captain of the Day
 Officer of the Day
 Subaltern of the Day
 Officer of the Guard
 Orderly Bugler
 Next for Duty.
 Captain of the Day
 Officer of the Day
 Subaltern of the Day
 Officer of the Guard
 Orderly Sergeant
 Orderly Trumpeter

- Block I.
 Capt. S.G. Burton.
 Lieut. E.R. Langlands.
 Lieut. W.G. Inglis.
 Sgt Bates G.
 Pte Page R.N.
 Block II.
 Capt H.C. Edwards.
 Lieut. H.J. Kitto.
 Lieut. K. Bowles.
 Lieut. A. Winton.
 Sgt Evans R.
 Cnr Turner C.C.

2. BLACK OUT. Black out this evening will be from 1745 hrs 22 Apr to 0600 hrs 23 Apr.

3. RETARDING OF CLOCKS. Clocks will be retarded one hour at midnight 22 Apr '41.

4. GRAND LOUNGE. Reports have been received that the furniture in the Grand lounge has been wilfully damaged. All personnel below the rank of Sergeant should be aware that this lounge was made available for their comfort as a special concession. All ranks are instructed that any person seen wilfully damaging furniture must be immediately placed under arrest and Commanding Officers will deal with such personnel rigorously. The O.C. Troop's desires this order to be read to all personnel.

[Signature]
Capt.
 Ship's Adjutant.

2/3 M.G.

21 Apr. '41

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SHIP'S ROUTINE ORDERS.

BY
LT-COL L.R. STILLMAN M.C. O.C. TROOPS.

No 12.

1. DUTIES.

MOUNTING 1615 hrs 21Apr. '41

Capt of the Day
Officer of the Day
Subaltern of the Day
Officer of the Guard
Orderly Sergeant
Orderly Bugler
Next for Duty
Capt of the Day
Officer of the Day
Subaltern of the Day
Officer of the Guard
Orderly Sergeant
Orderly Bugler

Block 111.
Capt R.R.Gordon.
Capt R.C.Piper.
Lieut J.C.Hayne.
Lieut R.A.McPherson.
Sgt Love E.
Pte Kinnane M.
Block 1
Capt S.G.W.Burston.
Lieut E.R.Langlands.
Lieut W.G.Inglis.
Lieut I.D.Crompton.
Sgt Bates G.
Pte Page R.N.

2. FATIGUES.

Duty Unit will provide 2 O.R's daily to report to Mr Wall for duty at Ship's Pantry. *refer Serial no 23*

3. PLUMBING

- (a) In future the Ship's plumbing staff will NOT attend to any alleged blockages, unless Units requisition to Ship's Orderly Room or the Captain of the Day. The Captain of the Day will himself or through either the Officer of the Day, or the Subaltern of the Day satisfy himself that the Unit concerned has made every effort to remove the blockage before requisitioning assistance.
- (b) An instance occurred to day when the plumber was asked to remove a blockage and on examination of the scupper it was found that a piece of paper had lodged over it, and when cleared away the water flowed.
- (c) All personnel are to be again instructed that newspaper is not to be used in latrines, and that waste of any kind is not to be thrown on floors or ablutions.

4. BLACKOUT.

The hours of black out this evening are 1740 hrs to 0550 hrs.

5. MEDICAL INSPECTION.

Medical inspection of all troops embarked at Fremantle will be undertaken by Capt. Merritt and Capt. Kay at times to be arranged by Units concerned. S.M.O. office to be notified by Units of earliest convenient time.

6. INOCULATIONS.

Nominal rolls containing Unit, No, Rank, and Name of personnel embarked at Fremantle whose inoculations are not completed, together with nature of deficiency must be handed in to S.M.O's Office by 0900 hrs on 22/4/41.

7. HOSPITAL.

In future patients will be discharged from Hospital between 0900 hrs and 1000 hrs daily and not at 1800 hrs as heretofore.

[Signature]
.....Capt.
Ship's Adjutant.

2/3 MGB

23 Apr. '41

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SHIP'S ROUTINE ORDERS.
BY
LT - COL L.R. STILLMAN M.C. O.C. TROOPS.

No 14

<u>DUTIES.</u>	Mounting at 1615 hrs 23 Apr. '41	Block 11.
	Captain of the Day	Capt H.C. Edwards.
	Officer of the Day	Lieut H.J. Kitto.
	Subaltern of the Day	Lieut K. Bowles.
	Officer of the Guard	Lieut A. Winton.
	Orderly Sgt	Sgt Evans R.
	Orderly Trumpeter	Cnr Turner C.C?
	Next for Duty	Block
	Captain of the Day	Maj E.D. Lynnehan
	Officer of the Day	Capt R.B. Piper
	Subaltern of the Day	Lieut. F.L.H. Burden
	Officer of the Guard	Lieut. H.M. Weir
	Orderly Trumpeter.	Pte. MICKAN.D.
	Orderly Sgt.	Sgt. Mitchell G.H.

DUTY. (a) The duty Unit will furnish a picquet post on the Port and Starboard companionways leading from "A" deck aft to the Prom deck. The picquet shall be posted near the 6" Gun on the Prom deck and shall watch both companionways.

(b) The duty Unit shall detail a picquet of 1 N.C.O. and 8 O.R.'s daily to report to Lieut Ford at the foot of the stairway, men's mess. Their time of duty shall be from 2200 hrs to 2359 hrs.

OUT OF BOUNDS. The Forecastle head deck is out of bounds to all ranks at all times, as it is reserved for the crew.

W.O.'s & SGTS
MESS. The W.O.'s & Sgt's Lounge is out of bounds to all Officers except those entering on duty who will have the authority of O.C. Troops.

WET CANTEENS. In future tickets given to personnel to purchase baggage are to be signed by all officers and not initialed as previously, as instances have occurred where personnel have forged the initials of officers.

LIFE BELTS. Life belts when not being worn correctly, should be slung over the right shoulder and all tapes left free.

SUNBURN. All ranks are warned that sunburn is a self inflicted wound, if personnel are unable to continue their duties. All ranks are to take the necessary precautions to see that they do not get badly sunburnt.

PURSER'S OFFICE. Personnel are to be instructed that they are NOT to loiter in the vicinity of the Purser's cabin aft of the Foyer on "B" deck and personnel are not to sleep in its precincts. It will be the duty of the picquet to keep this area clear.

BLACKOUT. The hours of "black out" this evening are 1825 hrs to 0540 hrs

REGARDING CLOCKS. Clocks will be retarded one hour at midnight 23/4/41.

PAY. The second disbursement of pay will be made in the Ceylonese currency on the basis that one rupee is 1/10th Australian as advised by the Commonwealth Bank Sydney on 9/4/41 Thus

6 rupees	=	11/3
10 "	=	18/9
22 "	=	£2/1/3
26 "	=	£2/8/9

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(contd)

32 rupees	=	£3
38 "	=	£3/11/3
42 "	=	£3/18/9
48 "	=	£4/10/-
54 "	=	£5/1/3

Therefore pay will be distributed as follows:-

1. For those who have drawn no pay during the voyage.

Officers	£10/2/6	(108 rupees)
W.O's &		
Sgts	£5/1/3	(54 ")
O.R's	£2/1/3	(22 ")

2. For those who have drawn their first payment.

Officers	£5/1/3	(54 rupees)
W.O's &		
Sgts	£2/8/9	(26 ")
O.R's	18/9	(10 ")

Acquittance rolls will have to show the amount drawn in Australian currency and in Rupees, also summaries and Requisitions for cash. Pay books will indicate amounts in Australian currency only.

.....Capt.
Ship's Adjnt.

2/3 M.G. Bn

25 Apr '41.

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SHIP'S ROUTINE ORDERS

BY

LT-COL. L.R. STILLMAN M.C. O.C. TROOPS.

NO 16.

1. DUTIES. Mounting at 1615 hrs 25 Apr '41.

- Captain of the Day
- Officer of the Day
- Subaltern of the Day
- Officer of the Guard
- Orderly Sergeant
- Orderly Trumpeter
- Next for Duty
- Captain of the Day
- Officer of the Day
- Subaltern of the Day
- Officer of the Guard
- Orderly Sergeant
- Orderly Trumpeter

Block 1.

- Capt A S Fear
- Lieut. T.P. Glanville.
- Lieut. C.G. Millard.
- Lieut. R.J. Legoe.
- Sgt. McArthur C.E.
- Tpr Hage R H.

Block 11.

- Capt J.A. Pearson.
- Lieut. R.W. Horsburgh.
- Lieut. E.V. Jones.
- Lieut. F.H. Grant.
- L/Sgt Jessup R.A.
- Cnr Turner C.C.

2. BLACK OUT.

The Black Out this evening is from 1805 hrs to 0555 hrs 25/26 Apr '41.

3. DRESS FOR LEAVE.

Officers--- In addition to order for dress previously laid down officers may, at the option of the C.O's of Units, wear hats felt fur, cotton dress jackets, collars and ties, shorts, stockings or puttees. Shoes must be worn with stockings and boots with puttees.

4. ACTION STATIONS.

The signal for action stations in practice will be a series of long and short blasts on the whistle and by word of mouth. In a case of real emergency the order "action stations" will come from the Bridge by word of mouth.

.....Capt.
Ship's Adjutant.

2/3 MBB
120

26 Apr '41.

SHIP'S ROUTINE ORDERS.

BY

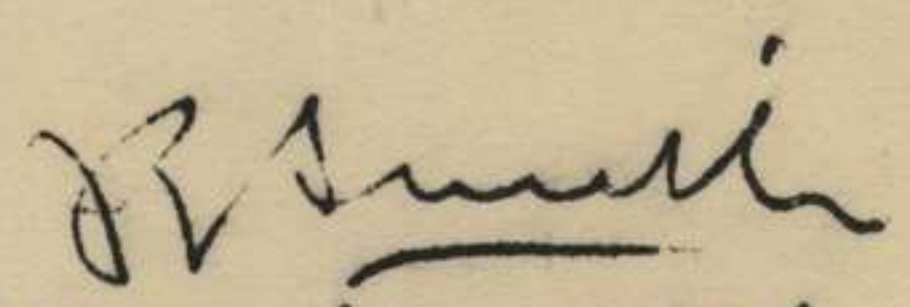
LT-COL L.R. STILLMAN M.C. O.C. TROOPS.

No 17.

1. DUTIES. Mounting 1615Hrs 26 Apr '41.

Captain of the Day
Officer of the Day
Subaltern of the Day
Officer of the Guard
Orderly Sergeant
Orderly Trumpeter
Next for Duty
Captain of the Day
Officer of the Day
Subaltern of the Day
Officer of the Guard
Orderly Sergeant
Orderly Trumpeter

Block II.
Capt P. S. Hoseltine.
Lieut. R.W. Horsburgh.
Lieut. E.V. Jones.
Lieut. F.M. Grant.
L/Sgt Jessup R.A.
Gnr Turner C.C.
Group III.
Major E.D. Lyneham.
Lieut J.W. Devonshire.
Lieut R. Hamilton.
Lieut. H.L. Fraser
Sgt. T.C. Gilpin.
Pte Hester A.G.



.....Ca pt/
Ship's Adjt.

2/3 M.G.B.

28 Apr. '41.

121

SHIP'S ROUTINE ORDERS.

BY

LT-COL L.R. STILLMAN H.N. O.C. TROOPS

No. 18

1. DUTIES. Mounting 1615 Hrs 28 Apr '41

Captain of the Day
Officer of the Day
Subaltern of the day
Officer of the Guard
Orderly Sergeant
Orderly Trumpeter
Next for Duty
Captain of the Day
Officer of the Day
Subaltern of the Day
Officer of the Guard
Orderly Sergeant
Orderly Trumpeter

Block 111
MAJ. E.D. Lynehan.
Lieut. E.W. Devonshire.
Lieut. R. Hamilton.
Lieut. H.L. Fraser.
Sgt. Gilpin T.C.
Pte. Hester A.G.
Block 11.

To be detailed.

2. POSTING OF OFFICERS. As from 2200 hrs 27 th Apr '41, VX39506 Major W.O. Jackson is suspended from duty. As from 2200 hrs 27 Apr '41 VX44147 Major J.R. Hearle will administer command of Group 1 Reinforcements until further orders.

3. SUMMARY OF EVIDENCE. Lieut. S.G. Brett has been appointed to take summary of evidence in respect to charges made and submitted to O.C. Troops.

Capt.
Ship's Adjutant.

28 Apr '41.

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SHIP'S ROUTINE ORDERS.

BY

LT-COL L.R. STILLMAN M.C. O.C. TROOPS.

No 19.

1. DUTIES.

As detailed in Routine Order No 18 of 28 Apr '41.

2. SHORE LEAVE.

(a) Shore leave will be granted to 50% of personnel on 29 Apr and 30 Apr '41.

(b) Each Block will grant leave to 50% of personnel.

(c) Units will disembark and re-embark as follows on 29 Apr '41.

Block II.
Block III.
Block I.

(d) Police Picquets. Police and Picquets will be provided as as under:-

1 Capt 10 O.R.'s	9 Div Cav. Regt.
1 Lieut 10 O.R.'s	2/11 Army Field Regiment,
1 Sgt 10 O.R.'s	2/3 M.G. Bn.

(e)

The general procedure regarding time table, allotment of times, dismissal points etc, will be the same as set out in Administrative Instruction No 4 of 26 Apr '41.

3. MESSING.

Any Unit whose leave figures are not exactly 50% will notify Ship's H.Q. by 0600 hrs 29 Apr '41 and state numbers remaining on board. Blocks will breakfast in the order of disembarkation at 0600 hrs, 0700 hrs and 0800 hrs respectively. Each Block will detail 40 mess orderlies to report for duty in main saloon at 0530 hrs 29 Apr '41 and to remain on duty all day. Mid-day meal will be in two sittings, details and timings of which will be communicated to Messing Officers.

PAY.

Pay will be dispursed on 29 Apr '41. All requisitions for cash are to be handed to the Ship's Paymaster prior to 0400 hrs and cash will be distributed at, or after, 0430 hrs. Pay will be made in Ceylonese currency on the following basis:-

Officers	50	Rpees.
W.O's & Sgts	25	"
O.R's	10	"

The above amounts may be paid : ONLY subject to the necessary credit being established in the paybooks. Entries in the paybooks will be made in Australian Currency and on acquittance rolls, in both Australian and Ceylonese currency. Credits may be made up to and including 1 May '41.

[Signature]
.....Capt.
Ship's Adjutant.

2/3 M.G.Bn
29 Apr. '41. 123

SHIP'S ROUTINE ORDERS.

BY

LT-COL L.R. STILLMAN M.C. O.C. TROOPS.

No

DUTIES. Mounting 1615 Hrs 29 Apr. '41

Captain of the Day
Officer of the Day
Subaltern of the Day
Officer of the Guard
Orderly Sergeant
Orderly Trumpeter
Next for Duty
Captain of the Day
Officer of the Day
Subaltern of the Day.
Officer of the Guard.
Orderly Sergeant
Orderly Trumpeter

Block 11.
Capt H.E. Edwards.
Lieut R.S. Colclough;
Lieut. A. Winton.
Lieut H.J. Kitto.
Sgt Springthorpe P.
Trumpeter Turner C.C.
Block 1.
Capt Dalgeish.
Lieut P.H. Collins.
Lieut J.R. Hackett.
Lieut D.R. Brown.
Sgt Taylor A.J.
Trumpeter Hage R.H.

Shore Leave.

(a) Units will disembark and re-embark for shore leave as follows on 30 Apr. '41:

Block 1
Block 11
Block 111

Block 111 personnel will disembark as promptly as the boat is mounted. All subunits must send copies of reports to the mess hall. 0815 hrs.

POLICE PICQUET.

Police and Picquets will be provided as under.
1 Captain 10 O.R.'s 2/11 A.Fd. Regt.
1 Lieut 10 O.R.'s 2/3 M.G. Bn.
1 Sgt 10 O.R.'s 9 Div Cav Regt.

They will mount in Foyer "B" Deck at 1300 hrs and embark at 1315 hrs. reporting to D.A.P.M at Melbourne Jetty at 1330 hrs.

(c) The general procedure regarding time table, allotment of times, dismissal points etc will be the same as set out in Administrative Instruction No 4 of 26 Apr. '41.

(d) Duty Block will detail 5 N.C.O's for duty as tug masters on 30 Apr. '41. N.C.O's will report to Lieut King (Embarkation Staff Officer) at 0645 Hrs at Ship's gangway.

MESSING.

The same arrangements as set out in Ship's Routine Order No 19 para 3 of 28 Apr. '41 will apply on 30 Apr. '41.

GUARD.

The Guard on the O.C. Troop's Suite will be supplied at 0600 hrs 30 Apr. '41 by 9 Div Cav Regt when 2/11 A.Fd. Regt will be relieved.

ROUTE MARCH.

(a) 25 % of Personnel not granted leave on 30 Apr. '41 will disembark for a route march at 0930 hrs and re-embark at 1115 hrs. The times are only tentative and will be confirmed later. Blocks will detail 25 % of their personnel accordingly.

Coy's to be in charge of a major to be detailed by Block 1.

(b) Block 1 will detail a Major to act as O.C. of March. All Units will ensure that officers accompany each Unit.

(c) Embarkation Staff will provide a guide, who will meet party on dis-embarkation.

CONCERT.

(a) A concert will be given in the Grand Lounge at 1600 hrs today by the citizens of Colombo.

(b) Duty Unit will supply as many stretcher bearers as are necessary to carry sick personnel from hospital to Grand Lounge.

(c) Duty Unit will supply picquets for each door in the Grand Lounge to ensure that personnel do not enter until all sick personnel have been admitted.

Duty Unit will ascertain number of S.B. required from Sister in charge of hospital. Removal of such to commence at 1545 hrs. clearing

(d) Duty Unit will begin of personnel from the Grand Lounge at 1545 hrs. Stretcher bearers will carry sick back to hospital at conclusion of concert.

(e) Dress for concert, shirts and shorts. Picquets will NOT admit any personnel stripped to the waist or wearing only singlets and shorts.

CANTEENS. (a) The following amended times for the Dry Canteens are as follows:-

"B" Deck Aft	1030 - 1300
	1600 - 2000
"C" Deck Forward	1030 - 1300
	1600 - 2000
"A" Deck Aft	1030 - 1300
	1600 - Black out. Whilst in port
	2000

(b) Wet Canteen Prom deck Port side will be open at the usual hours 29/30 Apr. '41.

(c) Dry canteen "B" deck aft and "A" deck aft will be open at the above times 29/30 Apr. '41.

Notes

Ref. Br RO # 19/41 para 6, says unable to provide an officer will contact Capt Gordon and arrange to subs a senior N.C.O.

.....
 s. Adj. Capt.

Notice to Coy re Dry Canteens (Ref
 BRD's 19/41 Para. 7)

30 Apr '41.

2/3/41
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SHIP'S ROUTINE ORDERS.

BY

LT-COL L.R. STILLMAN M.C. O.C. TROOPS.

No 21.

1. DUTIES.

Mounting 1615 30 Apr '41
Captain of the Day
Officer of the Day
Subaltern of the Day
Officer of the Guard.
Orderly Sergeant
Orderly Trumpeter
Next for Duty
Captain of the Day
Officer of the Day
Subaltern of the Day
Officer of the Guard
Orderly Sergeant
Orderly Bugler

Block I.
Capt. Dalgliesh.
Lieut. P.H. Collins.
Lieut. J.R. Hackett.
Lieut. D.R. Brown.
Sgt. Taylor A.J.
Trumpeter Hage R.H.
Block III.
Capt. H.F. Beaney.
Capt. E.R. Lawson.
Lieut. B.G. Wlennett.
Lieut. F.L.M. Burden.
Sgt. Farr R.W.
Pte Farnham W.

2. FATIGUES.

(a) The Duty Block will detail a fatigue party of one officer and 25 O.R.'s daily to clean up and wash out the men's mess room, commencing at the conclusion of the third sitting of each meal.
(b) The Duty Block will supply twice daily two fatigues of one officer and 25 O.R.'s each to scrub corridors, companion-ways and public places. One party will work forward from the centre of Foyer on B deck and the second party will work aft. This cleaning applies to all decks, and is to be completed by 0700 hrs and 1600 hrs daily.

3. CORRIDORS.

The corridors outside the Chief Stewards and Staff Captain's cabin B deck forward of Foyer are becoming filthy. The Captain of the Day will ensure that no personnel loiter or sleep in these corridors. All personnel are to be informed that loitering in these corridors is forbidden.

4. TRAINING.

O.R.'s will ensure that when personnel are on leave, those remaining on Board carry on with their training and personnel are not to be left to their own devices.

5. SHORE LEAVE.

There will be no shore leave tomorrow 1 May '41. Parades and timings will be as usual. Arrangements are being made to conduct s' route March tomorrow 1 May '41, for 50% of personnel. As soon as particulars are known Units will be advised.

6. HYGIENE.

On the daily inspection it has been reported that personnel have been urinating in corners and passage ways. Personnel detected urinating in any place other than the latrines or urinals provided will be placed under close arrest.

by 0900 hrs Thursday

3
boys will render a return of absentees for us at 0600 hrs
Thursday 1 May 41

[Signature]
.....Capt.
Ship's Adjutant.

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SHIPS STANDING ORDERS
H.M. TRANSPORT "MM"

APPENDIX VIII

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FOR OFFICIAL USE ONLY.

AUSTRALIAN IMPERIAL FORCES.

SHIP'S STANDING
ORDERS

H.M. TRANSPORT M. M.

BY

LT-COL L. R. STILLMAN M.C. O.C. TROOPS.

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5 Form of Address to Troops at Emergency Stations.	13.
6 Training	14.
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9 Wet and Dry Canteens	18.
10 Postal Regulations	19.
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" "B" Duties of Guards and Picquets.	

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SHIP'S HEADQUARTERS STAFF.

H.M.T. "M. M".

O.C. Troops.	---	Lt-Col L.R. Stillman M.C.
Ship's Adjutant	---	Capt. J.R. Smith.
Ship's Quarter Master	---	Capt. P.W. Dietrich.
Messing Officer	---	Capt. E.O. Moodie-Heddle.
Baggage Officer	---	Lieut. D.H. Watson.
Postal Officer	---	Lieut. D.K. Thornton.
Ship's Medical Officer	---	Major. E. Downie.
Ship's R.S.M.	----	W.O.I. Byrnes A.K.
Ship's Orderly Room Sgt	---	Sgt. Batterham R.E.
Ship's Q.M.S.	----	L/Sgt. Orken M.B.
Provost Sergeant	----	L/Sgt. Thomas L.
Postal Orderly	----	Gnr. Jackson P.E.

-----ooo000ooo-----

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1

CHAPTER I.

RECORDS PROCEDURE.

1. Arrangements will be made by the Ship's Adjutant with Units during the voyage so that the following documents are complete for handing over to the Officer I/C Records, 2nd Echelon, A.I.F. -

(a) Attestation paper (A.A.F. A300) for all Officers, Nurses, Warrant Officers and Other Ranks on board. These documents will be checked with the embarkation Nominal Rolls and, in cases where this paper is missing, blank forms (to be provided by O.C. Troops) will be duly completed in every detail prior to disembarkation, and marked "substitute pending receipt of Certified Copy of Original". Attestation papers for Officers must be completed as for Other Ranks with the exception of the "oath".

(b) Original Medical History Sheets (A.A.F. D1).

2. Disembarkation Nominal Rolls must be checked and ready for disembarkation purposes. In all cases the date, number of Transport and port of embarkation of each Unit should be clearly shown on the Nominal Roll.

3. Officers' Record of Service (A.F. B199A) Casualty Form, Other Ranks A.F. B 103 must be completed in every detail, including particulars of embarkation.

4. Army Forms W.3010 (Officers) and W3011 (Other Ranks) must be completed during the voyage and again immediately prior to disembarkation. This return must show all promotions, appointments, reversions, and confirmation of temporary ranks with dates. All casualties such as Deaths, Stowaways (showing how disposed of), deserters, and absentees, showing place and date, sickness, men left at intermediate ports, showing reason; men taken on strength, showing from where, and all other casualties during the voyage which effect the history of the soldier. O.C. Troops will transmit direct to Officer I/C Records 2nd Echelon, A.H.Q., from each port of call en route a completed copy of the above mentioned returns.

5. Army Form. B2069 (Crime and Offence Report) must be completed during the voyage. Reports to Ship's Adjutant 0900 hrs each Monday and on day preceding disembarkation.

6. VENEREAL DISEASE. Particulars of Officers or Soldiers suffering from venereal disease should be shown on A.F.'s W3010 and 3011 respectively. The entry should be complete showing nature of disease, date of admission and discharge from hospital. In the event of member still suffering from V.D. on arrival at port of disembarkation, he should be shown in the last return as "still in isolation V.D.". Officers, Warrant Officers and Other Ranks forfeit one third of daily rate of pay and of deferred pay for the period they are suffering from venereal disease.

7. DEATHS. Report should be rendered showing full particulars of deaths on voyage and should include the following information: Personal or Army Number, full name, rank, unit, name and address of next-of-kin, date and cause of death, date and place of burial, list of personal effects and how disposed of, date and place of notification by cablegram of death to Secretary, Military Board, Melbourne.

Any information which may be of interest to relatives.

Documents and cash of deceased personnel will be handed over to Ship's Adjutant by Units concerned within two hours after death being reported.

8. RETURNED SOLDIERS A.I.F. When applicable Nominal Rolls should be prepared on board showing present Personal or Army Number, name, unit, next-of-kin and address as shown on original attestation paper. In cases where a soldier re-enlists under a different name from that shown on original attestation paper, the new attestation paper must be accompanied by a Statutory declaration to this effect.

9. PART I ORDERS. Copies of Part I Orders (in duplicate) issued during the voyage will be handed to Ship's H.Q. Daily.

PART II ORDERS. These should not be made out after embarkation from Australia.

10. The whole of the above mentioned documents will be checked by Embarkation Staff Officer immediately on arrival at the port of disembarkation. They will be in immediate readiness, and Officers Commanding Troops should, therefore, pay particular attention to the absolute necessity for accuracy in compilation of same.

11. Officers Commanding Units will have in their possession on arrival at the centre complete Nominal Rolls and Field Conduct Sheets (A.F's B122) as well as Training Records for all soldiers under their Command. (On disembarkation orderly Room Sergeants will proceed with their Units to place of concentration).

12. ENQUIRIES. It should be notified to all concerned that enquiries by relatives etc regarding members of the A.I.F. should be addressed to:--

The Officer In Charge records of the capital city of the State in which member enlisted, who will be in a position to furnish the latest reliable information available. Enquirer's should state the Personal or Army Number, full name and Unit of the individual concerning whom the enquiry is made.

13. The names of personnel to be disembarked on account of illness or other cause; or who are absent without leave at intermediate ports of call will be notified to Ship's Adjutant at 0900 hrs on day preceding disembarkation,

14. DISCIPLINE AND LEAVE.

Discipline. As a detachment commander the O.C. Troops has the disciplinary powers of a C.O.. These powers are dealt with in the pamphlet --Notes on the Administration of Discipline on War Service, Part I and II-- copies of which will be handed to O.C. Troops.

The Governor General-in-Council has delegated to every officer (not below the rank of Major) who shall at any time during the continuance of the delegation be holding the office or performing the duties of Officer Commanding Troops on a troop-ship from the first port of embarkation to the last port of embarkation, the following powers, namely;---

- (i) The power to convene District Court Martial.
- (ii) The power to appoint Officers to constitute District Courts Martial
- (iii) The power to confirm the finding or finding and sentence of any District Court Martial or to send back for finding and sentence or either of them, for revision.
- (iv) The power to mitigate or remit the punishment or any part of the punishment awarded by any sentence or to commute the punishment for any less punishment to which the offender might have been sentenced by the Court Martial; and
- (v) The power to suspend the execution or currency of any sentence on such terms and conditions, (if any) as he thinks fit.

Courts-Martial proceedings after confirmation and promulgation are to be returned as soon as possible through the appropriate administrative Headquarters overseas to Army Headquarters.

LEAVE. Leave may be granted in consultation with local commanders at Ports of call in British possessions, but not in Foreign countries. No leave will be granted to men who have been convicted of desertion or who have made a confession of desertion.

Leave after dark will not be granted to Other Ranks.

Care will be taken to see that Officers and Other Ranks do not leave the Ship except at the time and in the manner provided.

An emergency picquet of not less than 10 per cent of strength will be retained on board while the ship is in Port. To assist in maintaining discipline ashore and collecting stragglers, Regimental Police and Picquets will be detailed from each troopship by O.C.'s troops on board, the numbers thereof to be based on the proportion of two officers, six N.C.O's and 40 men for each 2000 officers and other ranks granted leave with a minimum number of two officers, 4 N.C.O's and 20 men.

Regimental police and Picquets are to be relieved every six hours Officers N.C.O's and men of picquets must be selected for their reliability. Provision will also be made for increasing picquets should circumstances so require. The O.C. Troops should make provision for keeping in touch with Officers in Charge of Picquets.

Before leave is granted Officers and Other Ranks will have their attention directed to the provision of AMM.R. & O's 305 and 306 and it will be pointed out that any misbehaviour or misconduct is a reflection on the good name of Australia and tends to bring the A.I.F. into disrepute, and that it will effect the future leave not only of themselves, but also of following transports.

SHORE LEAVE FREMANTLE. All troops granted shore leave at Fremantle will be required to accept a nominal liability of 1/- per man to cover unrestricted travel over the Perth Suburban railways during the period of shore leave. C.O's of Units will arrange to collect this amount prior to troops going ashore and pay the money to the Ship's Adjutant who will issue receipt and arrange payment to the proper authority.

15. **ENTERTAINMENT OF TROOPS AT FREMANTLE.** Arrangements are being made for the entertainment of troops passing through Fremantle by the Citizens Committee. Full details of these arrangements will be promulgated after a arrival by Western Command.

16. **CENSORSHIP.** Censorship instructions for personnel under command of O.C. Troops have been included in Standing Orders for A.I.F. and Army Field Censorship Instruction No 7. C.O's Units are responsible for due compliance.

PASSENGERS. Civilian passengers are requested to submit their correspondence to O.C. Troops for censorship.

17. **DISEMBARKING AT INTERMEDIATE PORTS.** The senior officer or N.C.O. of detachments disembarking at intermediate ports must impress on those under his command the importance of safeguarding information in regard to the units and detachments continuing the voyage.

18. **SECURITY OF SHIPS AND CONSERVATION OF WATER.** The following is an extract from a report submitted by the Commodore of an earlier convoy:--

(a) "Numerous scuttles and dead lights were opened after dark despite orders and frequent rounds.

Not only did this expose the ships to danger but it caused much signalling from ships reporting each others lights.

(b) The necessity for the conservation of fresh water on the route from Australia is stressed".

ATTENTION IS DRAWN TO THE NECESSITY OF DARKENING SHIP AND OF TRAINING THE TROOPS IN FRESH WATER ECONOMY.

SHIP'S STANDING ORDERS.

CHAPTER II. ADMINISTRATION. PART I.

GROUP I.			GROUP II			GROUP III.		
TIME	Event.	Location.	Time.	Event.	Location.	Time	Event	Location.
0600)	Reveille, Admin. Shave,		0600)	Reveille. Admin, Shave,		0600)	Reveille, Admin, Shave,	
0630)	Ablutions		0630)	Ablutions.		0630)	Ablutions.	
0630)	Fall in for Breakfast. Tp. Deck		0645)	Sick Pde.	Gp. R.A.P.	0645)	Sick Pde.	Gp R.A.P.
0645)	Breakfast.	Mess Room	0700)	Exercise Pde	Sun Deck	0700)	Exercise Pde	Prom Deck
0715)			0730)			0815)		
0730)	Sick Pde.	Gp. R.A.P.	0730)	Fall in Breakfast "		0815)	Fall in Breakfast "	
			0745)			0830)		
			0815)	Breakfast	Mess Room	0900)	Breakfast	Mess Room.
0745)	P.T. Foot Drill	Sun Deck	0845)	P.T. Foot Drill	Prom deck	0945)	P.T. Foot Drill	Sun Deck.
0845)			0945)			1045)		
0845)	Tng. Pde. Lectures etc "		0945)	Tng. Pde. Lectures "		1045)	Tng. Pde Lectures Prom Deck.	
0945)			1045)	etc.		1145)	etc.	
0945)	Do	After lounge	1045)	Do	Grand Lounge	1145)	Do	Grand lounge
1045)			1130)			1230)		
1100)	Fall in for Lunch Tp. Deck		1145)	Fall in for lunch Tp. Deck.		1245)	Fall in for lunch. Tp. Deck.	
1115)			1200)			1300)		
1145)	Lunch	Mess Hall	1230)	Lunch	Mess Room	1330)	Lunch	Mess Room.
1215)	Rec. Tng.	Sun. Deck	1300)	Rec. Tng	Prom Deck	1400)	Rec Tng	Prom Deck
1315)			1400)			1500)		
1315)	Lectures	Grand Lounge	1400)	Lectures	Sun Deck	1500)	Lectures	Sun Deck
1415)			1500)			1600)		
1415)	Do	After lounge	1500)	Do	Grand Lounge	1600)	Do	Grand Lounge
1515)			1600)			1700)		
1515)	Rec. Tng.	Prom Deck	1600)	Rec Tng.	Sun Deck	1700)	Rec. Tng &/or	Prom Deck
1615)			1700)			1800)	Lectures.	Grand Lounge.

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SHIP'S STANDING ORDERS. CHAPTER II ADMINISTRATION (Contd)

GROUP I			GROUP II			GROUP III		
TIME	EVENT	LOCATION	TIME	EVENT	LOCATION	TIME	EVENT	LOCATION
1630	Sick parade	Gp.R.A.P.	1715	Sick Parade	Gp.R.A.P.	1730	Sick.Parade	Gp.R.A.P
1645	Fall in for tea	Tp.Deck.	1730	Fall in for tea	Tp.Deck.	1815	Fall in for tea	Tp.Deck.
1700	Tea	Mess Room	1745	Tea.	Mess.Roon.	1830	Tea	Mess Roo.
1730			1815			1900		
1615	Duty Mounting	Foyer B Deck						
1800	W.O'S. & Sjts.							
	Mess							
1900	Officer's Mess			ALL. GROUPS.				
2130	First Post							
2145	Last Post							
2200	Lights Out							

Note 1:- Groups will be arranged as follows:-

GROUP I		GROUP II		GROUP III	
C.O.	LT- COL H. BASTIN. M.C.	C.O.	MAJOR.H.J.ENTINK	C.O.	LT- COL. A.S.BLACKBURN. V.C.
	9 Div. Cav. Regt.		2/11 A.Fd.Regt.		2/3 M.G.Bn.
	Sect 9 Div Sigs.		1 A.Fd Regt.Sig.Sec.		66 L.A.D.
	82 L.A.D.		70 L.A.D.		Reinfts W.Command.
	Groups 2 & 9 Reinfts		Groups 1 & 8 Reinfts		

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SHIP'S STANDING ORDERS. CHAP II ADMINISTRATION.

NOTE II----- (a) For purposes of sick parades Groups will always use the same R.A.P's respectively.
 (b) Locations of R.A.P's:---

Group I :- Cabin 465 B Deck.

Group II - Behind Barbers Shop B Deck starboard side.

Group III- Forward end of prt side corridor D Deck.

(c) Location of Hospital:- Promenade deck aft.

NOTE III----- All officers not posted to Units in Groups, officers of Ship's Staff, Army Nurses and Philanthropic staff will take meals in officers mess at the following times:--

Breakfast 0745 hrs

Mid-day 1200 hrs

Evening 1900 hrs

NOTE IV----- The following O/R personnel will be attached to Group II for messing:--

1 Aust. Corps Chaplain's batmen	2.
Audit Staff	1.
Amb. Sea Transport Coy	2. (Sgt's)
26 Dental Unit	4 (Sgt) one)
A.A.P.C.	1 (Sgt)
R.A.N.	2 (Ratings)
All W.O's, Sergeants and O/R's forming part of ships staff.	

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MESSING INSTRUCTIONS.
Chap. 2. Part 2.

1. MESSING PLAN. (i) Officers, W.O's and Sergeants will mess in after saloon (c. Deck).

(ii) All O.R's will mess in main saloon.

(iii) All ranks will Mess in three sittings by Groups as per Chapter II Part 1 except in the case of officers, W.O's and Sgt's evening meal which will be timed as follows:-

W.O's and Sgt's 1800 hrs; Officers 1900 hrs.

(iv) O.R's will be allotted to tables as per plan annexed and will always sit at the same one. Tables 28 to 34 inclusive will be regarded as two tables each and personnel will always sit at the same side of these. The after side of each will be known as , e/g. "table 28A". The senior N.C.O. at each table will be permanently in charge and primarily responsible for all messing gear and for discipline of members and orderlies.

(v) All Officers not posted to Units in groups, Army Nurses and Philanthropic personnel, will mess with Group II and the following O.R's will be attached to group II for messing;--

- 1 Aust Corps Chaplains' Batmen 2.
- Audit Staff 1.
- Amb. Sea Transport Coy (Sgts) 2.
- 26 Dental Unit (inc 1 Sgt)m 4.
- A.A.P.C. (Sgt) 1.
- R.A.N. (ratings) 2.

(vi) All ranks will observe strict punctuality at meals.

2. MOVEMENT TO MESSES.

(i) O.R's (except Group I) will be marched to breakfast direct from training areas under group C.O's arrangements. Men will all be seated by meal time.

(ii) O.R's of Group I will be marched to breakfast from their Troop decks. Heads of columns ready to move 15 minutes before meals.

(iii) At mid-day and evening meal O.R's will be paraded under group arrangements with the heads of units ready to move into saloon 15 minutes before mess times.

(iv) The general principle laid down for movement aboard will be strictly adhered to. That is to say men being moved forward to mess will use port alleyways and companionways and vice-versa.

(v) C.O's of groups will provide 2 Subaltern Officers and 12 N.C.O's forming two picquets one of which will report to the thwartships alleyway on C Deck forward of the main saloon and the other of which will report to the Foyer on B deck after the main saloon. Each picquet will report 20 minutes before meal times and will control movement into and out of saloon as directed by the Ship's Messing Officer, or the Captain of the Day.

3. MESS ORDERLIES (i) C.O's of Groups will each detail 80 permanent mess orderlies who will be allotted on the scale of four per table, except the following tables which will be grouped, each group having four orderlies:-

- Tables 1, 23, 25 and 26 four orderlies.
- Tables 35, 36 and 37 four orderlies.
- Tables 38, 39, 40 41 and 42 four orderlies.
- Tables 43, 44 and 45 four orderlies.,

and except tables 28 to 34 inclusive which will each be regarded as two tables and will each have 8 orderlies.

(ii) One half of all orderlies will do duties on alternate days and will report to the main saloon for duty at 0615 hrs and remain on duty until the last evening meal is cleared and they are dismissed.

4. MESSING SERGEANTS. C.O's of Groups will each detail three Sergeants for permanent duty as Sergeants of the O.R's Mess. They will each be allotted a section of the Mess and will be responsible for the supervision of the whole of the messing arrangement and for the conduct of N.C.O's in charge of tables, mess orderlies and all personnel in their section. Immediately on appointment they will report to the Ship's Messing Officer for instructions.

MESSING (Contd)

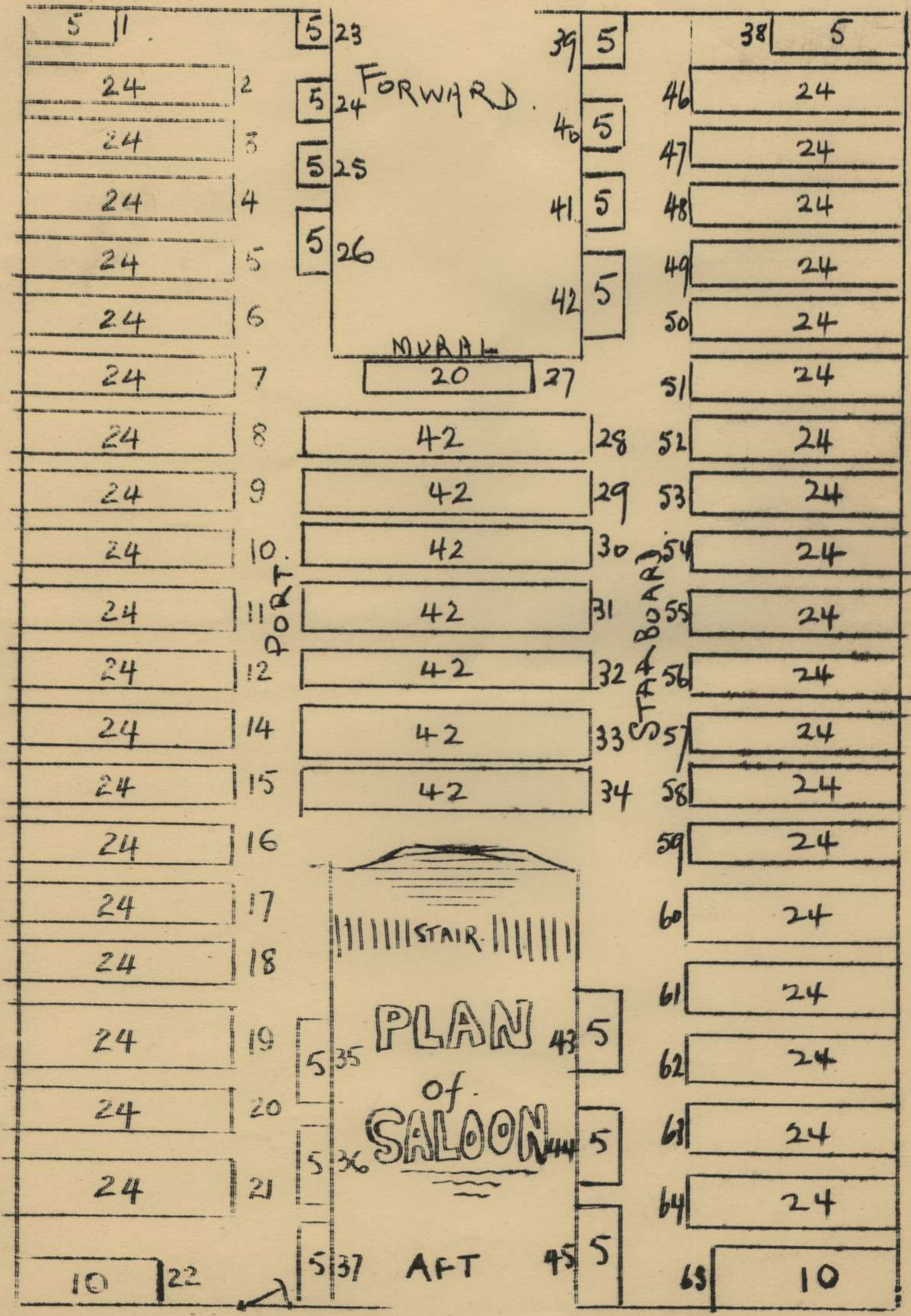
5. MESS GEAR. (i) O.R's will bring knife, fork and spoon to meals. Arrangements will be made for these to be washed and they will be retained by personnel.

(ii) All other gear will be provided,

(iii) Groups II and III will take their knives, forks and spoons on their exercise parades before breakfast.

6. ORDERLY OFFICERS AND N.C.O's. C.O's of Groups will detail two Subaltern Officers and four (4) Sergeants to report to the Messing Officer or the Captain of the Day in the main Saloon 30 minutes before each meal.

7. GALLEY AND OTHER FATIGUES. These fatigues will be detailed in Ship's Routine Orders.



DUTIES.

1. (a) The following duties will be mounted daily at 1615 hrs:-

Duty Unit	-	Detailed Daily
Captain of the Day		" "
Officer of the day		" "
Orderly Sergeant		" "
Officer of the Guard		" "
Orderly Bugler		" "

(b) See A.I.F. Standing Orders Para 191 for duties of Officers.

2. GUARDS AND PICQUETS. Appendix "A".

3. PATROLS. (a) Each Unit will be responsible for posting Fire Patrols on its own decks during parade hours.

4. FATIGUES. (a) Each Unit will be responsible for the cleanliness of its own Troop Deck, Latrines and washing places.

(b) Group quarters are to be cleaned daily as under:-
Group breakfasting at 0645 hrs by 0815 hrs.
Remaining Groups before their breakfast.

5. WET AND DRY CANTEENS.

For fatigues see Chapter IX.

6. MISCELLANEOUS FATIGUES & DUTIES.

(a) Duty Signallers. 1 Army Fd. Reg. Sig. Sec. will mount two O/R's on the Ship's bridge as a permanent duty.

(b) BAGGAGE ROOM. The undermentioned Units will detail the following personnel to act as baggage N.C.O's when the baggage room is open, namely:- Monday - Wednesday - Friday from 1600 hrs to 1800 hrs and again from 1900 hrs to 2100 hrs.

9 Div. Cav. Regt.	-		1 Cpl.	
2/11 A. Fd. Regt.	-		1 Bdr.	
2/3 M.G. Bn.	-		1 Sgt.	
Group I Reinfts	-		1 Cpl or Bdr.	
" 2 "	-		" "	
" 8 "	-		" "	
" 9 "	-		" "	

(c) POSTAL ORDERLIES.

See Chapter XI.

(d) RUNNERS. One at Ship's Headquarters; One at O.C. Troops quarters. 0600 hrs to 2200 hrs.

(e) PROVOST. The undermentioned Units will detail 1 O/R to act as permanent M.P's who will perform their duties under the supervision of the Provost Sergeant (L/Sgt Thomas L).

9 Div. Cav. Regt.	
2/11 Army Field Regt.	
M.G. Bn.	
Group 1 Reinfts.	
Group 2 "	
Group 8 "	
Group 9 "	

7. BUGLE CALLS.

The following bugle calls will be blown by the duty bugler:

Reveille	-	0600 hrs.
Meals (as per Training Times. See Chap II Part I.		
Guards & Picquets	-	1615 hrs.
Retreat	-	1800 hrs
Officers Mess		1900 hrs

DUTIES. (Contd)

First Post	-	2130 hrs
Last Post	-	2145 hrs
Lights Out	-	2200 hrs

(b) In addition to the above the following calls will be sounded (see A.I.F. Standing Orders).

Stand Fast	-	(Man overboard) (Silence). Everyone remain still Those below to remain there.
Continue	-	Carry on - that is, continue your business.
Retire	-	Everyone off upper deck but the guard.
Lights Out	-	Leave off smoking.
Fire Alarm	-	Fire and Collision (Troops fall in at emergency stations.)
Commence Firing	-	Heave round the Pump.
Cease Firing	-	Avast pumping.

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CHAPTER IV.

EMERGENCY STATIONS.

DECK.	MESS	UNIT PERSONNEL	EMERGENCY STATION.
C	STARBOARD	42 W. Command Reinfts	1
C	SIDE	33 9 Div. Cav. Regt.	1
E	1	54 W. Command Reinfts	3
E	3	85 W. Command Reinfts	3
D	7	64 9 Div. Cav. Regt	5
D	9	62 9 Div. Cav. Regt.	5
D	11	53 9 Div. Cav. Regt	5
D	13	26 (9) Reinfts	5
B	Deck (Fd) Cabins	180 2/11 A. Field. Regt.	7
D	15	102 (9) Reinfts	9
D	17	137 (2) Reinfts	9
D	19	109 (2) Reinfts	13
D	21	108 (2) Reinfts	13
D	23	45 (1) Reinfts	15
B	Deck (Aft) Cabins	180 2/11 A. Fd. Regt.	15
D	25	93 (1) Reinfts	17
D	27	99 M.G. Bn	17
D	35	44 M.G. Bn	19
A	Tourist Lounge	126 2/11 Army. Fd. Regt.	21
C	37	97 M.G. Bn.	23
C	39	86 M.G. Bn.	23
E	PORT	54 W. Command Reinfts	2
C	SIDE	54 W. Command Reinfts	2
C	34	97 W. Command Reinfts	4
E	4	71 W. Command. Reinfts	4
D	6	39 W. Command Reinfts 32 9 Div. Cav.	6
D	8	34 (9) Reinfts. 29 W. Commd Reinfts	6
D	10	55 (9) Reinfts	6
B	Deck (Fd) Cabins	118 2/11 A. Fd. Regt. 30 9 Div. Cav.	8
D	12	33 (8) Reinfts	10
D	14	88 (3) Reinfts	10
D	16	150 (8) Reinfts	14
D	18	22 (8) Reinfts	14
D	20	59 (8) Reinfts	14
B	Deck (Aft) Cabins	190 9 Div. Cav.	16
D	22	111 (1) Reinfts. 32 (2) Reinfts	18
D	24	68 (1) Reinfts	18
D	26	24 (1) Reinfts 29 M.G. Bn	20
D	28	91 M.G. Bn	22
D	30	94 M.G. Bn	22
C	36	41 M.G. Bn	24
C	38	69 M.G. Bn	24
C	40	85 M.G. Bn	24
N.B. Sick (in hospital) Emergency stations			19 & 20

NOTES:-- Note 1. Officers (starboard side) and Nursing Sisters are posted to emergency station 11.

Officers (port side) are posted to emergency station 12. However (a) all medical personnel (including Nursing Sisters) will supervise disembarkation of sick at emergency stations 19 and 20, before reporting to their own emergency stations.

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EMERGENCY STATIONS (Contd)

Note 1(Contd) (b). Unit Commanders will detail Unit Officers to supervise disembarkation of their own troops. Officers will report to their own emergency stations after completion of this duty.

(c) Unit Commanders will allot W.O's and Sergeants to emergency stations.

NOTE 2. All emergency stations are situate on Prom Deck, odd numbers starboard side, even numbers port side. Numbering in each case commences from the bow. The number of emergency station is posted in each mess and each cabin. Officers will supervise disembarkation as set out in Note 1(B)(above) before reporting to their own emergency stations.

NOTE 3. Emergency stations 17 and 18 (consisting of personnel from Groups 1 and 2 Reinforcements and M.G. Bn) will provide 12 stretcher bearers (six from each station) to report to emergency stations 19 and 20 in the event of emergency. Officers on duty at emergency stations nearest emergency stations 19 and 20 will provide extra stretcher bearers as required by S.M.O.

NOTE 4. The 12 stretcher bearers provided for in Note 3 (above) will report to S.M.O. at the hospital on the Prom Deck immediately on the sounding of the action stations alarm.

NOTE 5. (a) The emergency signal is a succession of six or more short blasts on steam whistle, followed by one long blast, supplemented by electric hooters on troop decks.
(b) For drill purposes the electric hooters only will be sounded.
(c) On the sounding of the emergency signal all personnel will put on life belts and will proceed to emergency stations as quickly as possible avoiding rushing or crowding.
(d) On arrival at emergency stations personnel will fall in six deep facing outboard. STRICT SILENCE will be maintained.
(e) Unit Commanders will ensure that all personnel under their command are familiar with the most direct route from sleeping quarters to emergency stations. Personnel must be capable of moving along this route to the emergency stations in the dark. Arrows are placed in prominent positions to assist personnel to comply speedily with this order.

CHAPTER V.FORM OF ADDRESS TO TROOPS AT EMERGENCY STATIONS.

LOCATION OF EMERGENCY STATIONS SEE CHAPTER IV.

The emergency signal is a succession of six or more short blasts followed by one long blast on the steam whistle, supplemented by electric hooters on the troop decks.

When this signal is made you are to put on your life belts and come to your station as quickly as possible on promenade deck, but avoid rushing or crowding companionways. On arrival at your station on the promenade deck, you are to fall in six deep facing outboard. Maintain strict silence and be on the alert to carry out the orders of the O.C. Station.

You are to take an early opportunity to make yourself familiar with this station and the most direct route to here from your sleeping quarters, bearing in mind that you may have to find your way here in the dark.

Should an emergency arise the Ships crew will clear away and lower the boats to an Embarkation position on Promenade Deck.

Should the Emergency develop in such a manner as to make it adviseable to abandon the Ship, the order will be given and Troops will then be passed in an orderly manner up the companionways to the promenade deck where they will be embarked in boats.

For drill purposes the emergency signal will be made on the electric hooters only (no signal will be made on the whistle.)

IN AN ACTUAL EMERGENCY THE SIGNAL WILL BE SIX (6) OR MORE SHORT BLASTS ON A WHISTLE FOLLOWED BY ONE (1) LONG BLAST.

FIRE.

The danger of fire aboard a ship cannot be overemphasised. A fire which gains a footing on a ship is a most terrible menace to the lives of all on board. To guard against this possibility the utmost precautions must be taken and unceasing vigilance must be maintained.

One of the most fruitful sources of fires on ships are careless cigarette smokers. There probably is not anything very dangerous in one man smoking in his sleeping quarters, but four thousand men smoking in their sleeping quarters constitutes a very serious hazard. Therefore it is strictly forbidden for troops to smoke in their sleeping quarters. This must be considered as the most important regulation in the ship and a default of this rule must be regarded as a very serious offence.

A match struck on an open deck during the dark hours, or even the glow of a cigarette has been known to give away a ships position to a submarine. For this reason, smoking on open decks during the dark hours is also strictly forbidden.

Don't throw cigarette ends over the ships side. They are liable to blow inboard through an open port and start a fire, besides being dangerous to other occupants of the deck. At intervals around the ship, both inside and outside, are placed receptacles for discarded cigarette ends and these should always be used for that purpose.

STANDING. ORDERS.

CHAPTER. VI

TRAINING.1. MOVEMENT.

- (a). In order to avoid congestion and confusion all movement of troops within the ship must be strictly controlled at all times.
- (b). All parties moving to duties or training areas must be formed up in their quarters or in the area in which they were previously employed and marched to their new area as a formed body.
- (c). In general, movement about the ship, will be clockwise, upwards by Port Side stairways and downwards by Starboard Side. Units moving to areas must carry out prior reconnaissance of the route as all portions of the ship do not communicate with the other.
- (d). The movement of Units past others engaged at lectures drill or training will be reduced to a minimum. Should it be necessary to pass another Unit, the Unit being passed must give free passage to the passing Unit, and the operation take place in a quick and orderly fashion.

2. TRAINING. STORES.

Units will ensure that training stores used by them are removed by them from the decks and lecture rooms to store room immediately on conclusion of parades.

3. GAMES EQUIPMENT AND FACILITIES

- (a). Games equipment will be issued by sports N.C.Os on decks on signature and will be handed back to the same N.C.Os on conclusion of parades.
- (b). The Ships Sport Committee will ensure that equipment, courts etc. are ready for use at times laid down in orders.

4. BLACKBOARDS.

The Q.M. will ensure that chalk, dusters, and blackboards are placed in Grand and After Lounges by 0830 daily. Units requiring blackboards etc. in other places must make special application to Ship's Q.M. The greatest care must be exercised in moving along alleyways with stores to see that no damage is done to panelling.

5. DISCIPLINE

The greatest stress is placed in the enforcement of discipline in order that comparisons with other Units on landing may be to the advantage of this force.

6. BUGLERS.

Immediately after embarkation all units will submit to H.Q.O.C. Troops a list of buglers and trumpeters. They will then be on duty throughout the voyage.

7. TRAINING FILMS? PROJECTOR & CLOTH MODELS

Units will requisition to the Ships Orderley Room for training films, projector and cloth models at least 24 hours before time of requirement and will draw same from Ships Q.M. at times notified by him. Units are responsible for return of stores to Q.M. on conclusion of period or for handing over to the next Unit. The last Unit to use the equipment before lunch or conclusion of days training will return it to Ships Q.M. on no account will the projector be used until operators have received instruction from the Ships electrician.

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CHAPTER VIII.

RECREATION AND READING ACCOMODATION.

1. OFFICERS.
 - (a) Grand Lounge when not in use for entertainments and lectures.
 - (b) Starboard side of Palm Court (forward).
2. W.O's & SERGEANTS.
 - (a) Punch and Judy Room - Port side of promenade deck.
 - (b) Library - starboard side of promenade deck.
 - (c) Port side of Palm Court (forward).
3. ALL O.R's.
 - (a) Mess saloon (when not in use for meals or preparing for meals.
 - (b) Open deck (port and starboard) aft of A deck.
 - (c) After lounge.
 - (d) After end of promenade deck.
4. ALL RANES.
 - (a) Sun deck, but reserved for officers from 1700 to 1800 hrs.
 - (b) All open decks are out of bounds to all ranks between 1800 hrs and 0600 hrs.

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CHAPTER VIII
AIR ATTACK OR ATTACK BY SURFACE RAIDER

In the event of an Enemy Air raid or an attack by Surface Raider the following procedure is to be carried out.

If possible, the Air Attack Warning will be made on Whistles around all decks, and for this purpose Officers and N.C.O.'S should at all times carry their whistles.

The initial warning will be made from the bridge by the O.O.W. and this will be taken up and passed on by the Look-out Picquet on each wing of the Bridge, and repeated by all Officers and N.C.O.'s around the decks. The Ships Klaxon Horn will also be sounded.

If however, owing to the suddenness of the attack it is not possible to give the Air Attack Warning, Gun Crews and Troops on board will conform to the following procedure immediately the attack commences.

(1). Gun Crews will close up at Anti-Aircraft Gun and bring Gun to the Ready. The order to open Fire will be passed by telephone from the Bridge after which the Gun will come under the control officer until the order 'Cease Fire' has been given by the same means.

(2) The Anti-Aircraft Batteries will close up and bring their Guns to the 'Ready' and come under the control of their own Control Officers.. They will take their cue to open fire from the 3lbs.A.A. Gun after which they are to bring their Guns into action as soon as they can be brought to bear on the enemy.

(3) The remainder of Troops are to proceed with all dispatch to their respective sleeping quarters and put on Gas Masks and Lifebelts, close all port and deadlights in their quarters and remain at these stations until:-

- a. The "All Clear" (4Gs) is sounded when they may resume normal conditions.
- b. The emergency signal is made in which case they are to assemble at their emergency stations.

Sentries and Picquets. (Except Sentries and Picquets on Open Decks) will stand fast at their posts during Air Attacks, but will go to Emergency stations if and when the emergency signal is made.

Troops will be exercised in this procedure during the voyage, and Unit C.O.s should arrange that the troops under their Command are instructed accordingly

Note. When the ship approaches latitudes where an Air Attack might be expected, A.A. batteries should be manned during the hours from Dawn to Dark, and during moonlight nights.

4. Action Stations. Officers and N.C.Os not detailed for special duties will take charge of Troop Decks & Troops in cabins by Units & await further orders.

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5. Location of Action Stations

(a). Vickers Machine Guns- Sun Deck Port and Starboard amidships. 2/3 M.G. Bn will man both guns constantly arranging own reliefs. On "Action Stations" reliefs not then on duty will report to their guns and be placed under cover close by to replace casualties.

(b). 6" Gun -- Promenade Deck Aft. 2/11 A.Fd.Reg't will arrange with Ships staff to have three(3) detachments trained and these will report to the gun on "Action Stations", to take cover and to stand by to replace casualties.

(c). 3" A.A.Gun. Above the Sun Deck Aft. 2/11 A.Fd.Reg't will arrange with the ships staff to have three(3) detachments trained and these will report to the gun on "Action Stations".

(d) A.A.L.M.Gs. On Bridge Port and Starboard Forward. 2/11 A.Fd.Reg't to supply a No.2 for each gun to report to members of the Ships crew manning L.M.Gs and remain constantly on duty, working in reliefs.

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CHAPTER VIII (contd)6. Medical.

- (a). 2/3 M.G.Bn will supply 4 stretcher bearers to report to Vickers Machine Guns.
- (b). A.A.M.C. Details will supply 2 stretcher bearers to report to each A.A.L.M.G.
- (c). 2/11 A.Fd.Regt. will supply 2 stretcher bearers to report to the 6" Gun.
- (d). 2/11 A.Fd.Regt will supply 2 stretcher bearers to report to A.A.Gun.
- (e). Stretcher bearers for hospital are shown in Chapter IV note IV.

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CHAPTER IX.WET AND DRY CANTEENS.1. OFFICERS.

(a) Liquor will be served in Grand Lounge half an hour before mid-day and evening meals and at such other times as C.C. Troops shall direct.

(b) W.C.'s and SGTS. Liquor will be served in Punch and Judy room half an hour before mid-day and evening meals and at such other times as C.C. Troops shall direct.

2. OTHER RANKS.

(a) Wet canteen - locations promenade deck port side, forward of hospital.

(b) Aft A deck port side - open deck.

(c) C Deck starboard side - forward main dining saloon.

(d) Pantry off promenade deck - port side in main troop lounge.

(e) Recreation room aft on promenade deck.

(f) Bottled beer can be purchased from the wet canteen and all empty bottles must be returned at the next opening of the canteen and on NO account are bottles to be thrown overboard.

3. DRY CANTEENS.

(A) C deck forward of dining saloon Port side

(B) B deck amidships.

4. DISCIPLINE.

(a) The Duty Unit will be responsible for the maintenance of discipline in wet and dry canteens and will provide picquets as under:-

<u>Wet Canteens.</u>	(a) Canteen (a) above	1 N.C.O. and 2 O/R's.
	(b) " (b) "	1 " " "
	(c) " (c) "	1 " " "
	(d) " (d) "	2 O/R's.
	(e) " (e) "	2 O/R's.

(b) DRY CANTEENS.

(a) Canteen (a) above	1 O/R.
(b) Canteen (b) above	1 O/R.

(c) The Military Police under the Provost Sergeant will patrol all canteens to maintain discipline. One officer will be detailed to patrol and supervise all canteens.

5. FATIGUES.

The Duty Unit will provide 1 N.C.O. and 2 O.R's for each canteen to act as a cleaning fatigue. They will report at 0900 hrs daily.

CHAPTER XI.POSTAL REGULATIONS.

1. The ship's post office is located forward on C deck in the vicinity of the main lift well.

Ship's postal officer:--Lt D.K.Thornton.

OUTWARD MAILS.Postage Rates.

(1) Postal articles NOT bearing postage stamps and not exceeding four ounces (4 oz) in weight, posted by members of the A.I.F. at sea during transport to destination will be delivered in Australia and its Territories free of any postage charge to the addressee.

This concession will not, however, apply as regards:--

- (a) the registration fee on registered articles.
- (b) the postage on registered and unregistered articles exceeding four ounces in weight and
- (c) articles for transmission by air.

Letters not exceeding two ounces in weight will also be delivered free in other Empire Countries.

2. The postal charges on parcels and other classes of mail matter exceeding four ounces in weight addressed to the Commonwealth (and exceeding two ounces in weight addressed to other Empire Countries) will be the same as those recently adopted in Australia for mail matter to and from members of the Commonwealth Defence Forces.

These special rates are:--

Letters	-	1d per oz.	Printed Matter	-	1d per 8 oz.
Merchandise (on packages weighing over 1lb parcels rate applies)					1d per 4 oz.
Books, periodicals and newspapers					1d per 12 oz.
Parcels not exceeding 1 lb	-	6d.			
" " 2 lb	-	9d.			
" " 3 lb	-	1/-.			
" " 5 lb	-	1/3.			
" " 8 lb	-	1/6.			
" " 11 lb	-	1/9.			

NOTE:-- Where postage is payable the postage will be calculated on the full weight of the article, e.g., Postage on packet of merchandise weighing five ounces would be 2d.

3. (a) Correspondence for foreign countries posted at sea may be pre-paid in Australian postage stamps at Australian rates of postage:--
Letters - 3d for the first ounce and 2d for each additional ounce.
Printed Matter - 1d for two (2) ounces.

(b) No packets etc etc will be accepted for posting to foreign countries.

4. STAMPS. Australian postage stamps may be purchased during the voyage from the ship's post office.

5. COLLECTION OF MAILS.

(a) Mails, with the exception of articles for registration, air mail transmission and mail matter for destination other than Australia, will be collected by sufficient orderlies appointed by each Group for the purpose, at the mid-day meal each day, and after censorship will be delivered to the Ship's Post Office for onward transmission.

(b) Registered Mails. Articles for registration, will, after censorship, be brought direct to the Ship's Post Office by Unit Postal orderlies where they will be accepted by the Postal Officer for posting on shore.

(c) AIR MAILS. Articles for air mail transmission should be handed by Unit postal orderlies, after censorship, direct to the Postal Officer for posting on shore. Air mail articles will be accepted by the Postal Officer for posting at the first port of call in Australia at the rate of 4d per half oz.

POSTAL (Contd).

(d) FOREIGN COUNTRIES. Articles for transmission to countries other than Australia should be handed to the Postal Officer personally by Unit postal orderlies after censorship, for posting on shore.

(e) All Units, inclusive of Groups 1, 2, 8 and 9 Reinfts, will appoint permanent postal orderlies for the voyage. These personnel will produce to the Postal Officer certificates of identification signed by their C.O's and countersigned by the Orderlies themselves.

6. TERRITORIAL WATERS. Immediately prior to the vessel entering territorial waters at any intermediate port of call, all facilities for postage of articles will be withdrawn.

7. SECURITY. No articles whether for posting on board the vessel or ashore shall bear any marking whatsoever which could indicate the identity of the vessel concerned. The heading "At Sea" only will be used.

8. INWARD MAILS.

(a) Arrangements will be made to enable mail matter for troops on board transports to be delivered to vessels at the port of embarkation. Whenever practicable, mails will in addition be despatched to connect with the vessels at their last port of call in Australia. Mails from Australia may also be delivered to transports at intermediate ports overseas while en route to destination.

(b) Ordinary Mails. As soon as practicable after receipt at the Ship's Post Office, mail matters will be made available to Groups for distribution.

(c) Registered Mails and Parcels. These articles will be delivered to individual addresses at the Ship's Post Office. Lists showing names of personnel for whom such articles are available and stating times at which they may be collected will be posted in the messrooms as soon as possible after the receipt of mails on the ship.

(d) ADDRESSING OF MAIL. Sub-Unit Commanders are particularly requested to promulgate the correct method of addressing mail in order to facilitate speedy delivery.

Mail should be addressed as follows:--

REGIMENTAL NUMBER
RANK
NAME
COMPANY ETC.
UNIT.
AUSTRALIAN IMPERIAL FORCES
ABROAD.

Post Office Hours:---

1100 hrs - 1400 hrs.

1600 hrs - 1800 hrs.

Additional when mails received:--

For delivery of registered articles only)---

1930hrs - 2100 hrs.

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CHAPTER. XIIROUTINE FOR EMBARKING TROOPS INTO BOATS

1. Troops are to stand fast at their Emergency Station until Boats are cleared away and lowered to the Embarkation Deck.
2. When Boats are ready at Embarkation Deck, the Chief Officer on the Port Side of the Deck and the First Officer on the Starboard Side of the Deck will be given an order from the Bridge to "MAN THE BOATS".
3. This order will be passed along the Boat Deck by means of ~~ONE~~ LONG "G" on the bugle.
A bugler will be stationed at each side of the Boat Deck for this purpose.
4. A Military Officer stationed at the TOP of each companionway on hearing the long "G" will immediately pass the order down to his emergency station to send up one officer, 1 N.C.O. and 50 O.Rs. Eighteen stations will thus provide 900 men for embarkation.

These officers and men when they reach the Boat Deck will immediately be embarked into Boats under the direction of the Boat Group Officer and the general supervision of the Chief and First Officers.

5. The Military Officer stationed at the top of the Companionways when he sees that the majority of the first men have been embarked will then give the order for the second batches of 50 men to be passed up, in such a manner as to avoid delay in embarkation.
In a similar manner he will get the 3rd and 4th batches of men until the boat is full and ready for lowering.

Boats will not be lowered until the order to do so is given from the Bridge.

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CHAPTER. XIII.BELLS AND TIMINGS.

<u>NO. OF BELLS.</u>	<u>TIME.</u>	<u>NO. OF BELLS.</u>	<u>TIME.</u>	<u>NO. OF BELLS.</u>	<u>TIME.</u>
1	0030	1	0830	1	1630
2	0100	2	0900	2	1700
3	0130	3	0930	3	1730
4	0200	4	1000	4	1800
5	0230	5	1030	1	1830
6	0300	6	1100	2	1900
7	0330	7	1130	3	1930
8	0400	8	1200	4	2000
1	0430	11	1230	1	2030
2	0500	2	1300	2	2100
3	0530	3	1330	3	2130
4	0600	4	1400	4	2200
5	0630	5	1430	5	2230
6	0700	6	1500	6	2300
7	0730	7	1530	7	2330
8	0800	8	1600	8	2400

CHAPTER XIII - MEDICAL.

1. LOCATION OF MEDICAL DEPARTMENTS.

- (a) MAIN HOSPITAL Promenade deck smoking room aft.
 (b) ISOLATION HOSPITAL. Boat Deck aft.
 (c) DISPENSARY Promenade deck starboard side aft.
 (d) S.M.O. OFFICE. Promenade deck starboard side aft.
 (e) MEDICAL INSPECTION ROOM. Cabin 465 B Deck - off Foyer.
 (f) R.A.P.'s
 No 1. B Deck starboard side aft, next to Barbers shop.
 No 2. D Deck Port side. Forward end of companion way.
 (g) DENTAL CLINIC. C Deck aft - barbers shop.
 (h) V.D. Prophylactic Depot. Promenade Deck starboard side aft. Entrance from deck.

2. ALLOTMENT OF MEDICAL STAFF.

S.M.O.	Major E Downie	Cabin 213	A Deck.
M.I.R.	Capt. R.A. Pellew	" 204	"
R.A.P. 1	Capt R.W. Weaver	" 206	"
R.A.P. 2	Capt. C.W.K. Hardy	" 204	"
Hospital	Capt. E.E.N. Broadbent	" 201	"
	Capt. H.B. Kaye	" 205	"
Orderly M.O.	Capt. F.G. Tuddenham	" 201	"
Dental Officer	Capt. D.J. Levens	" 209	"

3. SICK PARADES.

(a) Officers and A.A.N.S. requiring medical attention will notify the M.I.R. by 0900 hrs giving name and cabin number when arrangements will be made to visit them in their cabins.

(b) Urgent cases (a) above will be seen at any time on application to the Ship's Orderly M.O.

(c) Unit sick parades will be held daily as under:--

M.I.R. at 0645 hrs and 1630 hrs.

9 Div. Cav. Regt.
 Sec. 9 Div. Sigs.
 82 L.A.D.
 Groups 2 and 9 Reinfts.

R.A.P. No 1. at 0645 hrs and 1715 hrs.

2/11 Army Field Regt.
 1. Army Fd. Regt. Sig. Sec.
 70 L.A.D.
 Groups 1 and 8 Reinfts.

R.A.P. No 2 at 0645 hrs and 1730 hrs.

2/3 M.G.Bn.
 66 L.A.D.
 Reinfts W. Command.

These groupings and allocations will not be altered. It is important that all troops locate their M.I.R. or R.A.P.'s as soon as possible.

(d) Urgent cases to be reported to M.I.R. immediately if Unit R.A.P.'s are closed.

(e) At all sick parades Unit sick will be in charge of an N.C.O. with A 46's preparad in triplicate, which on completion by M.O. in charge of R.A.P. should be distributed as under:--

1 copy returned to Unit by N.C.O.

1 Copy to S.M.O.

1 copy retained at M.I.R. or R.A.P.

(f) M.O.'s I/C R.A.P.'s and M.I.R. will be responsible for the completion daily of a "nominal roll of personnel parading sick" for each Unit attending the R.A.P. This is to be handed in to the S.M.O.'s office daily by 0900 hrs.

Chap XIV Medical Contd.4. SHIP'S ORDERLY MEDICAL OFFICER.

Tour of duty will be from 0630 hrs to 1630 hrs daily. Copy of orders will be obtained from S.M.O's office. On completion of tour of duty a report will be handed in to S.M.O's office and a copy to Ship's Orderly Room.

5. DENTAL TREATMENT.

(a) Units will submit to M.I.R. by 0830 hrs daily a list of personnel requiring dental treatment. These lists will be collected by the dental officer who will arrange appointments and advise Units accordingly.

(b) Units will be responsible for prompt attendance at Dental Clinic.

(c) Only urgent cases and those requiring relief of pain will be treated.

6. HOSPITAL ROUTINE.

(a) Admissions. All ordinary admissions to the hospital will be arranged through the Medical Inspection Room at 1000 hrs daily except for urgent cases which should be referred direct to S.M.O's office or in case of infectious disease direct to Isolation hospital. Cases admitted will have forms 11237 and I 1220, temperature chart and Diet sheet made out for them immediately. Separate A & D books will be kept in Main Hospital and Isolation Hospital.

(b) Discharges. Patients will only be discharged after their evening meal and must be inspected by Off. I/C Hospital before discharge to make sure that the hospital records have been signed and completed.

(c) Diets. Hospital Q.M. will submit an indent daily to the Messing Officer by 0900 hrs for all patients in hospital. Such diets are to be accounted for on the diet sheets of the patients. Messing Officer will arrange with Chief Steward for supply of meals to hospital in accordance with the above

(d) Emergency. Off. I/C Hospital will forward each day to S.M.O. by 0900 hrs a list in duplicate of all patients in hospital and the method of evacuation thus:-

- (a) Walking.
- (b) Assisted.
- (c) Carried.

(e) Visiting Hours. Hospital visiting hours will be announced later and will be strictly observed by all ranks.

7. MEDICAL INSPECTION.

All troops will be examined within 24 hours of embarkation with particular reference to presence of any infectious disease, V.D. parasites, scabies, pediculæ and tinea of the feet. Times will be notified later.

8. Vaccinations and Inoculations.

Nominal rolls will be furnished to S.M.O's Office by every Unit within 24 hrs of embarkation, showing names and numbers of personnel who have not completed vaccinations or inoculations. The nature of the deficiency, C/g. vaccination, T.A.B. or Tetanus injections to be notified in each case.

9. V.D. PROPHYLAXIS.

A prophylactic unit will be established in lavatory at stern of promenade deck on starboard side. All sentries on duty to be able to direct troops to this site. This will be ready and open to function at the time of embarkation of troops. Condoms and Blue Light outfits will be obtainable at all R.A.P's on application.

CHAPTER. XIVMISCELLANEOUS.SMOKING

Smoking in Troop sleeping quarters is both dangerous and unhygienic and is strictly prohibited.

Troops may smoke ^{on} Deck during daylight hours and in Troop Canteens.

They should be warned of the danger of live cigarette ends, which should never be thrown overboard as they invariably blow inboard again possibly through a port, and start a fire, besides being very dangerous to other occupants of the deck.

At intervals round the ship, inside and outside, are placed receptacles for cigarette ends, and these should always be used for that purpose.

LIFEBELTS

Every berth in the ship is supplied with a life belt, and troops should be cautioned to preserve them in good condition, as ^{they} will keep them afloat for several hours.

SWEEPER FATIGUES

Every effort must be made to preserve the sanitary condition of the ship.

Latrines should be scrubbed out daily. Pans and urinals should be flushed with Disinfectant, a supply of which can be obtained on board.

PORTS AND DEADLIGHTS

All ship side ports are under the control of the Officer of the Watch on the bridge.

The Captain of the Day and the Officer of the Day will keep constantly in touch with the Officer of the Watch regarding conditions below, and every opportunity to open ports and Ship Side Doors should be taken, in order to ventilate ship, and promote the comfort of the Troops and Crew.

When Ship doors are opened, care is to be taken to adequately guard same

FRESH WATER.

Troops should be told that the fresh water supply of a ship is limited and it is most important that great care be taken in the use of it.

Any leakages of fresh water through faulty taps etc. must be reported to the Captain of the Day immediately, and care should be taken to turn off taps after use.

GUARDS AND PICQUETS.

1. Duties will parade daily at 1615 hrs under the Ship's Orderly Sergeant in the Foyer "B" Deck.
2. The Unit Orderly Sergeant will be responsible that all duties concerning his Unit are paraded five minutes before the time laid down and will report to the Ship's Orderly Sergeant "correct" or otherwise.
3. The Ship's Orderly Sergeant will report all duties correct or otherwise to the Ship's R.S.M. who will inspect all duties mounting.
4. The Captain of the Day and the Ship's Orderly Officer will be present at all duty mountings and one of them will inspect the duties after the Ship's R.S.M. has made his report.
5. After inspection duties will be marched off to the posts under the Senior Officer or N.C.O.
6. Guards will be furnished daily by the Duty Unit for the following posts:-

O.C. Troops Cabin.
 Ship's Post Office
 Guard Room
 Ammunition Guard

The Strength of the Guard will be one Officer, one Sergeant and two Bombardiers or Corporals and twelve other ranks. The Guard over the O.C. Troops cabin will always be supplied by 9 Div. Cav. Regt. and will consist of 1 Corporal and 3 O/R's.

Location of posts:-

O.C. Troops Cabin:- A Deck starboard side near stairway amidship.
 Ship's Post Office:- C Deck near forward stairway opposite fire station.
 Guard Room:- B Deck past forward stairway.
 Ammunition Guard:- Forecastle head.

The entire guard will be quartered at the guard room and Duty Unit will arrange rationing.

7. Picquets will be provided from Duty Unit daily as under:-

Officers, W.O's and Sergeants' lounges:- Location: Promenade deck amidship forward. Posts:-

Entrance to Officers Lounge port side;
 " " " starboard side.
 " " " port side leading from Sergeants' lounge.
 W.O's and Sergeants' Lounge port side near stairway and Palm Court.
 " " " starboard side " " "
 Doorway leading from deck into Palm Court starboard side.
 " " " " port side.
 Stairways leading from Palm Court to Boat deck port and starboard sides
 Doorways " " " forward deck port and starboard sides.
Men's lounge promenade deck amidship.
 Doorways leading from men's lounge to deck port and starboard amidship.
 Doorways leading from men's lounge into hospital port and starboard.
Hospital promenade deck aft.
 Doorways leading from hospital to deck aft port and starboard.
 Doorway leading to isolation ward in hospital (picquet to patrol and watch port and starboard doorways leading to boat deck and stairway to isolation hospital).
 Doorways from men's lounge port and starboard aft of hospital

"A" DECK

Doorways leading from men's quarters aft below hospital port and starboard.

The strength of the picquet shall be 1 Officer, 2 Sergeants, 2 Bdrs or Cpls and 66 O/R's. The picquet will mount at 1615 hrs daily. All posts leading from stairways to boat deck and posts from doorways to

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Open deck will be manned to Reveille. The others to 2200 hrs. Each post will consist of three men, divided into reliefs. Their tour of duty will be two hours on duty and four hours off duty. The picquet shall be quartered on the promenade deck, starboard side, forward of the hospital. The picquet will be dismissed by the Orderly Officer at the conclusion of their tour of duty.

Dress for guards and picquets will be detailed daily by the Ship's R.S.M.

For duties of guards and picquets see appendix "B".

Prowling Picquet. Unit C.O.'s will be responsible for the detailing of a prowling picquet to patrol own troop decks in order to ensure that all port holes are shut or open as ordered by the Captain of the Day. They will also ensure that there is no smoking in troop decks and that portholes are not open when lights are on.

Fire Picquet. Duty Unit will be responsible that a fire picquet is detailed daily to patrol troop decks during parade hours.
For Duties of Fire Picquet see appendix "B".

APPENDIX "B".

Duties of Guards and Picquets.

1. The Officer of the Guard will be detailed daily by the Duty Unit. He will remain on Duty at the Ship's Guardroom.
2. He will be responsible for the correct performance of duties under his charge.
3. If the Guard is turned out he will turn out with the Guard.
4. He will inform the Master when soldiers in custody are on deck for exercise.
5. He will be responsible that soldiers in custody are exercised daily.
6. He will visit sentries hourly by day and by night and see that they are alert, familiar with their duties and he will note and correct any irregularities.
7. He will cause an N.C.O. to visit the sentries every half hour during the night.
8. He will make himself acquainted with the shortest routes to the Bridge

ORDERS FOR FIRE PICQUET:

1. A fire picquet will be detailed daily by the Duty Unit.
2. The fire picquet will remain on duty from the first to last parade daily.
3. The place of duty will be the troop decks and Unit's will ensure that the picquet is of sufficient strength to patrol all troop decks.
4. The picquet must know the position of all fire appliances and alarms on the various troop decks. In the event of fire steps will be taken to extinguish it and if unable to do so the picquet will operate the fire alarm and quietly inform the Ship's officer on the Bridge.
5. The picquet shall know the shortest route to the Bridge.

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Duties of Officer in Charge
of Picquet

1. The Officer in Charge of Picquet shall be detailed daily by the Duty Unit.
2. He will be responsible for the correct performance of all duties under his charge.
3. He will refer all matters with which he is unable to deal to the Captain of the Day.
4. He will know the shortest route to the Bridge.
5. He shall sleep with the picquet.

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2/3 M.G.B.
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ADDENDUM TO SHIP'S STANDING ORDERS.
CHAPTER 8.

ACTION STATIONS.

1. All Officers, W.O's and N.C.O's will proceed to the Troop Decks on which their men are quartered.
2. All A.A.N.S. personnel not required in Hospital will go to Men's Mess.
3. All Philanthropic personnel and Chaplains will proceed to O.C. Troops quarters.

On no account will anyone go to Cabins on boat or promenade decks.

4. All gun detachments, riflemen on duty, and stretcher bearers detailed will proceed immediately to posts allotted.
5. O.C. Troops will go to the Bridge.
6. Ship's Staff will go to Ship's Orderly Room.
7. No personnel on E deck shall remain forward of the watertight doors between sections 1 and 3 and 2 and 4.
8. In case of fire personnel will give way everywhere to members of ship's company engaged in firefighting, as required.
9. The following Units will each detail 1 Officer, 1 Sergeant and 4 O.R's as firefighters to be ready to assist Ship's Company in firefighting if called for:-

9 Div Cav Regt.
2/11 A. Fd. Regt.
2/3 M.G. Bn.

These parties will assemble in the Gymnasium on "action stations" or Fire Alarm.

9 Div. Cav. Regt will detail a Major or a Captain to take charge of and co-ordinate the work of these fire fighting parties. This officer will be responsible for advising the Ship's Company that these parties are available and for ascertaining the nature of the assistance required of them and for instructing them in their duties.

10. The signal for "action stations" is the intermittent blowing of Klaxon horns, and hand whistles,

ADDENDUM TO EMERGENCY STATIONS.

Chapter 4.

The signal for Emergency stations will be the continuous blowing of Klaxon horns and hand whistles.