

Series: AWM95
Australian Army commanders' diaries
Infantry units

Item number: 7/4/19

**Item: 4 Battalion Royal Australian
Regiment**

Narrative

Annexes

[1-28 Feb 1967]

PART I

COVERING LETTER

Reference No. 117-3-1

Cross out addresses which do not apply.

To: Ministry of Defence (ARC) Mil Hist Sect
Ministry of Defence (AMDC) AHQ
CANBERRA
OIC Records

1. I enclose Commanders Report (AF C2118) as indicated at Part II.

2. Please return receipt below.

(Signature)

Handwritten signature: Hannum

Appointment

(OC Unit or Senior Staff Officer)

Lt Col RAR

Recd 23-3-67 RT

PART II

Army Form C2119

SECRET

ORIGINAL
DUPLICATE

Strike out where not applicable

COMMANDERS DIARY

OF

Unit or Formation 4th Battalion The Royal Australian Regiment

From 1 FEB 67

To 28 FEB 67

INDEX

Narrative (AF C2118)

Enclosure Numbers

ANNEXES

- *A Duty Officer's Log
*B Messages connected with Log
C Operation orders and instructions issued
D Operation orders and instructions received
*E Sitreps issued
F Orders of battle and location reports issued
G Intelligence reports and summaries issued; Appreciations made
H Administrative orders and instructions issued
J Administrative orders and instructions received
K Administrative reports and bulletins; ammunition returns; field strength returns
*L Standing orders issued
M Commander's policy and demiofficial letters
N Action reports (if required)
O Other papers, e.g., Maps and diagrams, air photos, reports from sub units
P Periodical summaries of operations
Z Top Secret Supplementary Diary

†NIL
†RETAINED
†Despatched to

*Only to be included during operations.
†Cross out whichever is not applicable.

on

PART III

COMMANDERS DIARIES
INSTRUCTIONS

AIM

1. The aim of a Commanders Diary is to provide data on which to base future improvements in Army training, equipment, organisation and administration, and to furnish historians with a record of the activities of units and formations in operational and non-operational periods in peace and in war.

GENERAL

2. *Entries will be made daily on AF C2118, each entry being initialled by the officer detailed to keep it.*
3. Commanders Diaries will conform with the rules for drafting orders given in "Staff Duties in the Field", Chapter 2, Section 7.

RESPONSIBILITY

During Non-operational Periods

4. A Commanders Diary will be made by commanders of all formations.

During Operational Periods (see note 1)

5. A Commanders Diary will be made in duplicate by:—
- (a) Commanders of all formations.
 - (b) Each branch of the staff at formation headquarters commanded by a Brigadier or above.
 - (c) Heads of services not below the rank of Lieutenant Colonel.
 - (d) Personal staffs and officers holding special appointments.
 - (e) Unit commanders.
 - (f) Commanders of a detachment of a unit when so ordered.

COMPILATION

6. Both original and duplicate copies will consist of:—
- (a) Cover (AF C2119).
 - (b) Index as printed on cover.
 - (c) Narrative (AF C2118).
 - (d) Annexes as shown in the Index.

7. All details of the unit or formation (if a detachment is concerned, the name of the parent unit), period covered and enclosure numbers of the annexes will be shown on the cover. If there has been a change of command since the last report, the date of assumption by the new commanding officer will be included.

8. The annexes will be assembled in the groups shown on the cover. If there are no enclosures for an Annex NIL will be entered on the cover. If additional annexes are convenient for a particular headquarters, the relevant papers should be grouped as annexes starting at B.

9. Documents concerned with future planning for operations will form Annex "Z", "TOP SECRET Supplementary Diary" of the formation commanding the document. It will be prepared and disposed of as

CONTENTS

giving place names as well as map references), establishment,

made and orders given.

ary of the day's fighting, including company movements.

of the commander with regard to equipment, tactics, organisa-

f of potential importance.

alties to officers, men and equipment.

y equipment captured.

it was employed in the time not accounted for. The type of

eness and to save work as much information as possible will
ments issued and received, routine returns, etc. All annexes
time of receipt or despatch will be given.

(continued on back cover)

12. The narrative will supplement and connect the annexes but need not give a precis of them.

DISPOSAL

During Non-Operational Periods

13. *Formation Headquarters* will forward the original Commanders Diary annually as at 31st December to reach the Army Records Centre (through Headquarters Field Records where applicable) as soon as possible after 1st January of the following year. The duplicate will be retained in formation headquarters.

14. *Units* will NOT render a Commanders Diary.

During Operational Periods

15. ORIGINAL COMMANDERS DIARIES

- (a) *Formations and units in the UK* will forward diaries monthly by the seventh day of the succeeding month direct to the Ministry of Defence (ARC for reports other than medical, AMD 1 for medical reports).
- (b) *Formations and units overseas* will forward diaries monthly by the seventh day of the succeeding month to the OIC Field Records for onward transmission to the Ministry of Defence.

16. **DUPLICATE COMMANDERS DIARIES.** These will be clearly marked as duplicates and will NOT be sent with the originals. They will be forwarded within two months as follows:—

- (a) *Units in the UK*
To the OIC parent record office.
- (b) *Formation Headquarters in the UK*
To OIC Central Clearing Wing, Infantry Records, Exeter.
- (c) *Units Overseas*
To the OIC Field Records for onward transmission to parent record office.
- (d) *Formation Headquarters Overseas*
To the OIC Field Records for onward transmission to the OIC Central Clearing Wing, Infantry Records, Exeter.

SECURITY

17. Documents concerned with future operational planning will be listed on AF C2118 and placed in a separate AF C2119. All details will be filled in and the cover will be clearly marked in red:—ANNEX Z—OFFICERS ONLY. It may be convenient to group the papers by annexes.

18. Supplementary diaries will be forwarded in accordance with the normal rules for TOP SECRET correspondence to the Ministry of Defence (ARC). The inner envelope will be clearly marked:—

TOP SECRET
ANNEX Z to

Commanders Diary of.....(formation or unit)

From..... to.....(Dates)

19. The duplicate supplementary diaries will be despatched as in paragraph 16 as soon as receipt of the originals has been acknowledged.

NOTES

1. *Definition of Operational Period.*—The term “operational period” for the purpose of this instruction, means:—
- (a) the period between a declaration of war and the official end of hostilities;
- (b) any period spent in a theatre of operations;
- (c) any period when engaged in any form of military operation.
2. The Ministry of Defence or headquarters concerned will be responsible for instructing units to submit Commanders' Diaries where the conditions of the unit's employment make this necessary. Wherever possible the beginning and end of the period will be clearly stated. Notwithstanding the above, on the outbreak of global war all units and formations which are not at the time submitting these reports will start compiling them with effect from M day and will thereafter render them in accordance with paragraphs 15 and 16.

This form will be enclosed with the annexes in AF C 2119. If this is not available the cover will be prepared in manuscript.

COMMANDERS DIARY NARRATIVE

UNIT/FORMATION 4 RAR

MONTH AND YEAR FEBRUARY 1967

COMMANDING OFFICER Lt Col C H A EAST, MBE

Place and grid reference	Day of Month	Hour	Event or information	Annex letter and enclosure number
TERENDAK	1 FEB	1000	ISSUE PROPOSAL OF OP GOTONG ROYONG - CIVIC MISSION	Annex H Enclosure 1
	6 FEB	0900	ISSUE RO's PART 1 -NUMBERS 60-73	" 2
	7 FEB	0930	ISSUE RESPONSIBILITIES - KEY STAFF AND PERSONNEL	" "
	13 FEB	0900	CO's CONFERENCE	" 4
		1100	ISSUE INSTRUCTIONS-OFFICER TRAINING/BN DRILL-FEB/JUN 1967	" 5
		1130	ISSUE RO's PART 1-NUMBERS 74-85	" 6
	14 FEB	0830	ISSUE 4 RAR TRAINING DIRECTIVE 1967-SUPPLEMENT NO 1	" 7
	17 FEB	1100	ISSUE SECTION XII-ORDERLY DUTIES-PART 1-ORDERS FOR BATTALION ORDERLY OFFICER	" 8
	20 FEB	0900	ISSUE RO's PART 1-NUMBERS 86-103	" 9
	23 FEB	0900	ISSUE RO's PART 1-NUMBERS 104-108	" 10
	24 FEB	0830	ISSUE AMENDMENT NO 6 TO BATTALION STANDING ORDERS	" 11
		0900	VISIT BY FIELD MARSHAL SIR RICHARD HULL, GCB, DSO	
	27 FEB	1000	VISIT BY ADJT GEN MAJ GEN J. S. ANDERSON, CBE	
		0900	CO's CONFERENCE	Annex H Enclosure 12

proposed that 4 RAR be represented on his Rural Development Committee which meets regularly in Malacca to plan, review and co-ordinate all rural community welfare schemes.

8. The Governor of Malacca, Tun Haji Abdul Malek was advised of the above by CO 4 RAR and indicated his approval of the proposal.

9. HQ AAF were briefed by CO 4 RAR on the outline plan. In response to D Comd AAF request for a financial breakdown of the approx \$4000M allocated to 4 RAR for "Hearts and Minds" activities for 1966/67, it was accepted by D Comd that following Exercises FAST MOVE II and JUNGLE JANUS, Bulan Puasa and 4 RAR birthday celebrations, that a plan would be produced which would incorporate a forecast costing for Op GOTONG ROYONG.

Preliminary Moves

10. These are considered to be in sequence:

- a. DO and CO discuss plan on a joint basis of co-operation.
- b. Visit/recce/briefing at Kampong Pantai Tanah Merah by CO and DO.
- c. Recce by specialist AUST gps.
- d. Programme begins.

Further elaboration of preliminary moves are described in paras 11-14 subtended.

11. CO 4 RAR is to arrange interview with DO in MALACCA and to outline programme of proposed activities and preliminary moves. Following general agreement on the plan including the form of liaison between 4 RAR Civic Mission and the Rural Development Committee, arrangements are to be agreed on the initial joint visit (DO and CO) to the kampong to speak to the elders and the people.

12. The initial visit to Kampong Pantai Tanah Merah should be prepared to conduct preliminary talks with the dewan kampong and in particular to obtain the support of the Inan. Subsequently the people of the kampong should be addressed, firstly by the DO and then by the CO 4 RAR, and the plan explained.

13. Subsequently, recce parties should visit the kampong, desirably with a Malaysian interpreter or official of the DOs department so as to assess the specialist task and then prepare the specialist plan, bearing in mind the requirements for materials, timings, local labour, costs, supervision etc. The specialist plans are to be cleared by the 4 RAR Civic Mission Committee who will ensure that the Malacca Rural Development Committee are kept informed.

14. On approval of each specialist plan the programme will begin and periodic reports of progress will be submitted to the Civic Mission Committee.

Procedures

15. The 4 RAR Civic Mission Committee, following approval of the specialist plan will be responsible to:-

- a. allocate troops to the task.
- b. approve outline timetable.
- c. approve proposed financial and material aid to be allocated.
- d. ensure liaison between the task, the Committee and the Rural Development Committee at Malacca.

16. The 4 RAR Civic Mission Committee will consist of the following permanent members:

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2IC -(Chairman)
Capt HEARN -(Exec Offr)
IO -(Secretary)
OC Aslt Pnr Pl
OC Sig Pl
RMO
OC 32 Dental Unit
WOII O'KEEFE

The Chairman will have the authority to co opt additional members as necessary, including for example, the Salvation Army representative, SSAFA, Wives Club, Education Corps, Chaplains, Sports representatives and affiliated Engineers.

Tasks/Projects

17. The report at Annex 'A' gives indication of fields wherein help may be extended. Subject to detailed recce and examination, efforts in the following fields would appear to be acceptable:-

- a. financial aid to procure fishing nets, engines for sampans, bigger craft, buffaloes, poultry, padi grain, etc.
- b. scholarship opportunities for selected youth.
- c. support in providing educational facilities - books, desks, foms, black boards etc.
- d. hygiene - medical care - instruction of medical orderlies - pre natal instruction - dental treatment.
- e. sports facilities - badminton, sepak bola, basketball courts-competitions.
- f. maint, repair, building of roads, bridges and culverts - community cnetres, school etc.
- g. improvement of water supply - wells.
- h. clearing of land for padi or other crops.
- j. providing construction kits for self help projects in schools.

Troops to Tasks

18. The force available for employment on Op GOTONG ROYONG is as follows:
4 RAR
32 AUST Dental Unit.

Assistance may be obtained through HQ 28 COMWEL Inf Bde for specialist help from Engineers, Medical, RCT, if required. However, within the framework of Commonwealth activities the project for Kampong Pantai Tanah Merah is to be considered as an Australian one, and publicity will be accordingly slanted in that direction.

Timings

19. It must be borne in mind that Civic Mission tasks must be interwoven with training and other unit activities, and emphasis and activity will perforce slacken or cease during major unit activities such as Ex CARSHALTON (13-23 Mar), and unit ARL from 24 Mar - 17 Apr. With these qualifications, and subject to the availability of the District Officer and his staff, a forecast of GOTONG ROYONG activities is subtended:

<u>Week</u>	<u>Activity</u>
a. 6-11 Feb	Talks with DO Malacca in Malacca.
b. 13-17 Feb	Briefing of people of Kampong Pantai Tanah Merah by DO Malacca and CO 4 RAR. Recce of specialist projects begins.

.../4

- c. 20-25 Feb Specialist plans submitted and reviewed by 4 RAR Civic Mission Committee and priorities, troops, materials and tasks allotted.
- d. 27 Feb Op GOTONG ROYONG begins.

Publicity

20. This will be co-ordinated with PR 17 Div/MALAYA District and AUSTARM. Maximum warning of any activity will be given.

Liaison

21. Co-ordination and liaison with the Dewan Rakjat at Kampong Pantai Tanah Merah, the District Officer and the Malacca Rural Development Committee must be maintained and will be close and continuous. The detail of implementation of such liaison and co-ordination will be the subject of agreement between CO 4 RAR and District Officer Malacca.

Discipline

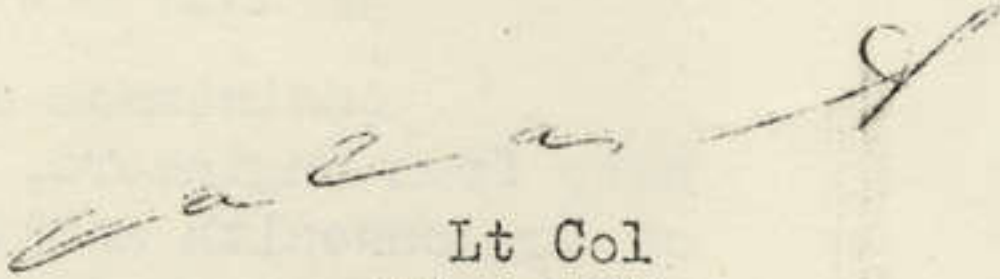
22. Any assistance given by 4 RAR or other units and any goodwill gained would be immediately jeopardized or forfeited by acts of indiscipline towards the people of Kampong Pantai Tanah Merah by troops engaged on civic mission tasks. Any breach of discipline will be dealt with by me with the utmost severity, and this will be notified to all ranks. AUST personnel will always be under the command of an officer or NCO and supervision will be maintained at all times. The customs and habits of the people will be respected and troops earmarked for tasks will be briefed accordingly.

Finance

23. On receipt of the specialist plans which, when applicable, will include an estimate of costs, the 4 RAR Civic Mission Committee will tabulate all costs estimated for all projects. These will be forwarded to HQ AUSTARM Singapore by 1 Mar 67.

Conclusion

24. GOTONG ROYONG means "Mutual Assistance". This implies a contract between equal partners. This is the message that must be put across to the people in Kampong PANTAI TANAH MERAH, that this is the beginning of a friendship and partnership which will spread to the people of Malaysia and Australia.

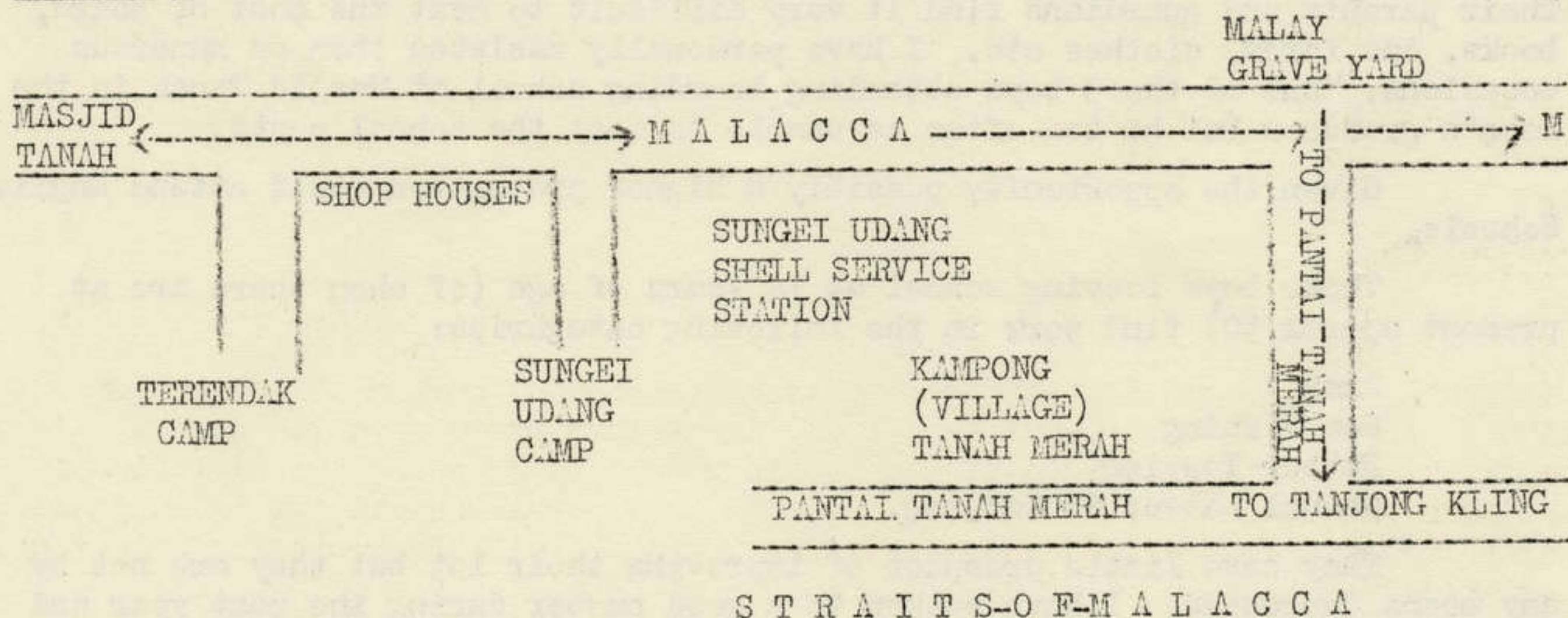

Lt Col
CO 4 RAR

Feb 67. Rev. M. SCOTT-LOSS,
 St Andrew's Club
 Church of Scotland
 28 COMWEL Inf Bde
 Terendak, Malacca
 MALAYSIA

To : Commanding Officer
 4 RAR
 Terendak Camp

KAMPONG PANTAI TANAH MERAH
MALACCA

Situation



The distance from Terendak Camp to Kampong Tanah Merah is 5 miles.

1. Population and Housing

Total 300 plus.

One half of the total population (150) ages between 1-16.

Of this figure (150) approx 30 attend school.

There are approx 64 Malay Houses and 4 Chinese. An average of 6-8 live in each house although I know one Chinese house with 15 living in.

2. Local Industries

Of the 64 houses in the Kampong 7 households are actively engaged in fishing. One Chinese family owns the two Kaylongs a mile out to sea. They use one or two sampans with out-board motors.

The remainder have sampans without motors and one recently borrowed a quite large sum of money from a member of my staff in order to have a sampan built.

In-shore fishing is a poor venture in the area. Often the catches are negligible and the monthly family income can be as low as \$50 1 month.

As far as I can see, (and apart from one Chinese family who own the Kaylongs), fishing is done by Line and not by Net.

I suspect that the reason is one of finance. A net might cost in the region of \$500 and such money is not available. Nor is money available to buy engines for the sampans. A 3 h.p. Johnson engine for instance would cost about \$430.

Of the other 57 Kampong Houses about 25 are dependent on employment in Terendak as labourers. Their pay scale is somewhere between \$75 and \$100.

Of the remaining 32 houses 10 household owners leave the Kampong and search for employment in places such as Kuala Lumpur in unskilled jobs in order to support their families back home.

.../2

The remainder would be termed small farmers, e.g. padi, poultry, etc. Average family income is around \$100 per month.

The main need is capital to buy bigger boats, engines, nets, buffaloes, etc.

3. Education

The standard is low and the school leaving age is 14.

Of the 30 children attending school 25 attend local Malay Schools (where standard is not high - and where no English is taught) and 5 attend English schools in Malacca and Masjid Tanah. The 3 attending school at Masjid Tanah (ages 15-18) board in at school and two are very anxious to join the Armed Services. Their parents and guardians find it very difficult to meet the cost of board, books, bus fares, clothes etc. I have personally assisted them on numerous occasions. One of the 3 boys attending boarding school at Masjid Tanah is the Iman's grandson but he too often is unable to meet the school costs.

Given the opportunity possibly a higher proportion would attend English Schools.

Those boys leaving school at 14 years of age (of whom there are at present approx 50) find work in the following categories:

- Army
- Sea Fishing
- Rubber Tapping
- Casual Labour in Kampong.

They have little prospect of improving their lot but they are not by any means depressed. I have spoken to a good number during the past year and concluded that they are not without ambition but they are reconciled to the fact that unless they are assisted by a benevolent state there is very little chance of their achieving any high goals in life.

4. Health

In my opinion the standard is not high.

There is no doctor near at hand but there is a resident Bonoh to whom the Malays go in the first instance if they are sick. His fees are not inexpensive and his methods are to say the least questionable. He is treated with great respect by the superstitious Malays. As a last resort the sick are taken to the Malacca Hospital.

Private doctors are rarely, if ever, employed.

On the occasions when I have taken youngsters to a private Chinese doctor, he has told me that the patient was also suffering from diet deficiencies. A project to encourage the Malays to feed their children milk and fruit etc would be of lasting benefit to the people.

5. Conclusion

The Acting Pungulu's name is Mohd. Yassin. He is not a poor man and his brother who was himself the Pungulu owns a Mercedes Benz. Neither he nor his brother however live in the Kampong.

The Iman lives in the Kampong next to the Mosque. He is well housed but is poor.

Carol Deering
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The information given in this document is not to be communicated, either directly or indirectly, to the press or to any person not authorised to receive it

Annex A enclosure 2
AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I

BY

LIEUTENANT COLONEL C.H.A. EAST MBE

COMMANDING OFFICER

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 5

6 FEB 67

NUMBERS: 60 - 73

- =====
60. BATTALION ORDERLY DUTIES
 61. RATIONS
 62. GROUP 6 MIL SKILL - FIRST AID
 63. OFFENCES
 64. DENTAL TREATMENT - 32 DENTAL UNIT RAADC
 65. VISITING HOURS - MIL HOSP TERENDAK-ADDENDUM
 66. COMMANDER - IN - CHIEF'S FAREWELL MESSAGE
 67. EXTRA REGIMENTAL APPOINTMENTS
 68. PROMOTION QUALIFICATION - ARA OFFICERS
 69. COMD OF 28 COMVEL INF BDE FAREWELL MESSAGE
 70. BIRTHDAY CELEBRATIONS
 71. PROMOTION IN THE ARA AND CMF
 72. MOVEMENT TO AUSTRALIA
 73. BEST WISHES.

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NOTICES

1. POSTAL ARRANGEMENTS - GARRISON POST OFFICE
 2. AMATEUR RADIO CLUB
 3. INTER COY SPORT - POINTS TO 3 FEB 67
 4. RUGBY
- =====

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60. BATTALION ORDERLY DUTIES

	<u>ORD OFFR</u>	<u>ORD SGT</u>	<u>COMWEL BEACH CLUB</u>
Sat 11 Feb 67	2Lt RJ EARL	Sgt A DANSEN	Sgt W O'BRIEN
Sun 12 Feb 67	2Lt NR WHEATLEY	Sgt P LEFTWICH	Sgt J WILD
Mon 13 Feb 67	Lt W SHEPPARD	Sgt R STEPHENS	Sgt S PEREJMIBIDA
Tue 14 Feb 67	2Lt GC KENDRICK	Sgt P WEBBER	Sgt J RYAN
Wed 15 Feb 67	2Lt DJ LYONS	Sgt R WOODBURY	Sgt A GREAVES.

61. RATIONS

1. 4th Battalion is warned in ration on 1 Feb 67.
2. Sgts Mess is warned in for ration on 10 Feb 67.
3. D Coy is warned in for rations from 14 - 21 Feb 7 incl.
4. Admin Coy is warned in for rations on 7 Feb 67.

62. GROUP 6 MILITARY SKILL - FIRST AID

1200169 Pte F.M. GLANCY is qualified to Group 6 Mil Skill.

63. OFFENCES

1. 1200481 Pte D COOPER
 - a. Neglect to obey Bn RO.

Fine: \$A6 and 14 days CB.

By Lt Col CHA EAST MBE.
2. 43454 Pte C.H. SEERY
 - a. Neglect to obey Bn RO.
 - b. Neglect to obey Camp SO.

Fine: \$A6 and 14 days CB.

By Lt Col CHA EAST MBE.
3. 42999 Pte G. PINDING
 - a. AWOL
 - b. Act to the prejudice.

Fine: 14 days detention.

By Lt Col CHA EAST MBE.
4. 2782857 Pte W.R. MARTIN
 - a. Neglect to obey Bn RO.

Fine: \$A6 and 14 days CB.

By Lt Col CHA EAST MBE.
5. 215129 Cpl D.L. GROUNDWATER
 - a. Losing by Neglect (ID Card)

Fine: Reprimand

By Lt Col CHA EAST MBE.
6. 2782295 Pte N. ROBINSON
 - a. Act to the prejudice

Fine: 14 days CB.

By Lt Col CHA EAST MBE.

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7. 4410918 Pte R.K. YOUNG
a. Using insubordinate language to his Superior Officer
Fine: 14 days CB
By Lt Col CHA EAST MBE
(with superior auth)
8. 15908 Lcpl W HOLLOWAY
a. Neglect to the prejudice.
Fine: Severe Reprimand.
By Lt Col CHA EAST MBE.
9. 215749 Pte C JARVIS
a. Beyond limits fixed by Bn.
b. Neglect to obey Bn RO.
Fine: \$A6 and 14 days CB.
By Lt Col CHA EAST MBE.
10. 6708323 Pte G.I SHORT
a. Beyond limits fixed by Bn
b. Neglect to obey Bn RO.
Fine: \$A6 and 14 days CB.
By Lt Col CHA EAST MBE.
11. 2782567 Pte E HOBSON
a. Beyond limits fixed by Bn
b. Neglect to obey Bn RO.
Fine: \$A6 and 14 days CB.
By Lt Col CHA EAST MBE.
12. 1731248 Pte D. BENNET
a. Neglect to obey Bn RO.
b.
Fine: \$A6 and 14 days CB.
By Lt Col CHA EAST MBE.
13. 42263 Lcpl R.N. JOHNSTON
a. Losing by Neglect (ID Card)
Fine: Reprimand
By Lt Col CHA EAST MBE.
14. 3411393 Pte J.A. MORRIS
a. AWOL
Fine: \$A6 and 7 days CB
By Lt Col CHA EAST MBE.
15. 216111 Pte R.E. CLEGG
a. Neglect to obey Bn RO
b. Neglect to obey Bn RO.
Fine: \$A10 and 14 days CB.
By Lt Col CHA EAST MBE.

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16. 6708324 Pte M. THORNBURY

a. Neglect to obey Bn RO.

Fine: A/6 and 14 days CB.

By Lt Col CHA EAST MBE.

17. 54667 Pte D MILLSON

a. Neglect to obey Bn RO.

Fine: A/6 and 14 days CB.

By Lt Col CHA EAST MBE.

64.

DENTAL TREATMENT - 32 DENTAL UNIT RAADC

a. Sick Parade

Urgent Treatment (Relief of pain and Repair of Dentures)
0800 hrs to 0830 hrs. Mon - Sat inclusive.

b. Routine Treatment

(1) Members of 28 COMEL Inf Bde (Less 2/7 GR, 1 RNZIR
and 16 COMEL Fd Amb) and Australian Dependants
only are entitled to treatment at a. above.

(2) Routine appointments for treatment and/or Exami-
nations should be made at the Dental Centre or by
phoning Ext 391.

c. The Dental Centre will be closed on official Military
or Public Holidays, and after 1200 hrs Wednesdays and
Saturdays.

d. The above times and regulations apply to all personnel
in Terendak Garrison and those residing in hirings etc
in the MALACCA Area.

e. Broken appointments are a waste of surgery time and
will result in the suspension of treatment.

65.

VISITING HOURS - MLL HOSP TERENDAK - ADDENDUM

Ref RO 58/67 dated 30 Jan 67.

Amend para 1 a. to read as follows:

a. Maternity - 1500 - 1700 hrs daily
1900 - 2000 hrs daily.

(BRO 18/67).

66.

COMMANDER-IN-CHIEFS FAREWELL MESSAGE

"I much appreciate the fine send off accorded to me by
the Commonwealth Brigade. Please convey my thanks to all concerned.
Goodbye and good luck to you all".

(BRO 15/67).

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67. EXTRA REGIMENTAL APPOINTMENTS

1. Reference RO 387/66.

1. An amended and up-to-date list of extra regimental appoints:

	<u>SUPERVISING OFFICER</u>	<u>EXECUTIVE OFFICER</u>
A.		
SPORTS/WELFARE	Maj K.J. MCGHEE	Maj W.J. REYNOLDS
RUGBY	Maj B.D.V. LINDSAY	Lt E. QUARTERMAINE
AUST RULES	Capt R.G. CURTIS	2Lt D.M. CHAMBERS
ATHLETICS/CROSS COUNTRY	Capt R.G. CURTIS	2Lt M. MURPHY
BASKETBALL	Maj N.R. SMETHURST	2Lt R. WHEATLEY
CRICKET	Capt I.J.C. HEARN	2Lt G. REIDY
SWIMMING/WATER POLO	Maj J.P.A. DEIGHTON	Lt R.J. WICKHAM
TENNIS	Maj F.K. COLE	2Lt D.J. LYONS
GOLF	Capt I.J.C. HEARN	Lt J.N. BRANDON
HOCKEY	Capt J.R. BRETT	Lt A.J. BEER
PARACHUTING	Capt D.D. MCKENZIE	2Lt T.R. ELLIS
CANOEING/FISHING	Capt N.J. UNDERWOOD	2Lt B. THRIPP
JUDO/UNARMED COMBAT	Capt B.J. AVERY	2Lt G. KENDRICK
SQUASH/BADMINTON	Maj N.R. SMETHURST	2Lt R.J. EARL
SHOOTING	Maj T.R. SULLIVAN	2Lt D.M. STEWART
BOXING/WRESTLING	Maj F.K. COLE	2Lt D.J. LYONS
SAILING/POWER BOATING, WATER SKIING	Capt J.H. INNES	Lt R.J. WICKHAM
SOCCER	Capt J.R. BRETT	Lt W. SHEPPARD
VOLLEY BALL	Maj F.K. COLE	2Lt C.B. PEPPER
MOTOR CYCLING/MOTOR DRIVING	Maj B.D.V. LINDSAY	2Lt P.B. SHEEDY
FENCING/ARCHERY	Capt B.J. AVERY	2Lt J. RULE
B.		
PMC OFFICERS MESS	Maj K.J. MCGHEE	
OFFRS MESS SECRETARY	Capt J.R. BRETT	
OFFRS MESS TREASURER	Lt J.N. BRANDON	
OFFRS MESS ASST TREASURER	2Lt R.J. EARL	
SUPERVISING OFFR SGTS MESS	Capt D.L. BURZACOTT	
PMC SGTS MESS	WO1 A.C. TOGHILL	
SGTS MESS SECRETARY	Sgt R.S. HANNAH	
SGTS MESS TREASURER	Ssgt N. DODDS	
SGTS MESS ASST TREASURER	Sgt B. GREAVES	
C.		
PRESIDENT REGT AUDIT BOARD	Maj J.P.A. DEIGHTON	
MEMBER	Capt J.H. INNES	
MEMBER	Capt B.J. AVERY	
MEMBER	Lt A.J. BEER	
MEMBER	2Lt M.J. MURPHY	
UNIT SAFETY OFFICER	Maj T.R. SULLIVAN	

PRESIDENT DPRI	Maj K.J. McGHEE
BAND OFFICER	Maj W.J. REYNOLDS
UNIT MESSING OFFICER	Maj W.J. REYNOLDS
FIRE OFFICER	Maj W.J. REYNOLDS
CIVIL LABOUR OFFICER	Maj W.J. REYNOLDS
UNIT FAMILIES LIAISON OFFICER	Lt R.J. WICKHAM
SECURITY OFFICER	Maj K.J. McGHEE
ASST UNIT SECURITY OFFICER/ ARMY NEWSPAPER REP	Capt M.G. BARWICK
UNIT HISTORY OFFICER	Capt M.G. BARWICK

INTERNAL CHECKING OFFICERS

POL AND TRANSPORT	2IC A Coy
MAIN Q Account Pt I (War Stores)	2IC B Coy
MAIN Q Account Pt II (Bk Stores)	2IC D Coy
RATION Sub Account	2IC C Coy.

D. 4 RAR MORALE - WELFARE COMMITTEE

PRESIDENT	Bn 2IC Maj K.J. McGHEE
MEMBERS	RSM WO1 A.C. TOGHILL
	EDN OFFR Capt J.M. WHELAN
	RMO Capt R.J. KENNEDY

PHILANTHROPIC REP	Mr A. GILHAM
PADRES C of E	Capt JAJ DOUST
(With Bde Concurrence)	
RC	Maj McKEOWN
CFD	Capt NRW MILLS

Coy 2IC	A Coy
Coy 2IC	B Coy
Coy 2IC	C Coy
Coy 2IC	D Coy
CSM	Sp Coy
CSM	Admin Coy
WO	Caterer
DPRI	Sgt

EX OFFICIO MEMBERS - SUPERVISING OFFRS EXTRA CURRICULAR CLUBS AS
NOMINATED IN PARA A. CHURCH OF SCOTLAND - Rev SCOTT ROSS

E. 4 RAR CIVIC ACTION COMMITTEE:

President	-	Bn 2IC
Members	-	OC Sp Coy
		OC Admin Coy
		RMO
		RSM

RESTRICTED

7.

68. PROMOTION QUALIFICATION - ARA OFFICERS

1. The undermentioned officers, who have served in an operational area, are granted qualification in the Tac 1 requirement for promotion to captain in the ARA.

<u>No</u>	<u>Rank</u>	<u>Name</u>	<u>Corps</u>
29483	Lt	B.J. AVERY	RA Inf
17079	Capt (Prov)	M.G. BARWICK	"
16899	Lt (Prov)	J.N. BRANDON	RAAOC
235267	Lt	J.R. BRETT	RA Inf
43248	Lt	D.R. BYERS MC	"
43435	2Lt	D.M. CHAMBERS	"
57068	Lt	R.G. CURTIS	"
235229	Lt (T/Capt)	P.J. DESMOND	"
16550	Lt (T/Capt)	D.D. MCKENZIE	RAE
216442	2Lt	C.B. PEPPER	RA Inf
54420	Lt	E.L. QUARTERMAINE	"
14966	Lt (T/Capt)	N.J. UNDERWOOD	"
16900	Lt	R.J. WICKHAM	RA Inf.

(AAO 63/66).

69. COMMAND OF 28 COMWEL INF BDE FAREWELL MESSAGE

For all ranks and their families from Brig T.D.H. McMEEKIN OBE who relinquished Command of 28 COMWEL Inf Bde/Terendak Garrison Mon 30 Jan 67. Quote your generous and warm hearted farewell to us both on Tue is something we shall always remember with gratitude and pride. It was typical of the spirit of Commonwealth family unity which exists in Terendak and which has supported us throughout our time amongst you. In thanking you for assembling in such large numbers from all sections of the community to see us depart we want you all to know how much we were touched by this and appreciated the opportunity we have had to serve with you as part of such a fine Brigade and Garrison unquote.

70. BIRTHDAY CELEBRATIONS

The 1 Feb Birthday celebrations were highly successful. This was due entirely to the teamwork of the whole battalion in tackling the job, and applies equally to cooks, drivers, working parties and others behind the scenes, as much as to members who took part in the Trooping of the Colour parade, including the 4 RAR band. The effort and contribution given by our civilian labour force was also essential to the smooth running of the days programme. To all ranks of 4 RAR and the civilian workers - well done.

71. PROMOTION IN THE ARA AND CMF

1. Attention is drawn to AROs 1/67, 2/67, 3/67, 4/67 and 5/67 which are on issue to all companies. In some instances the references merely supplement the Promotion Manual and are issued as an interim measure until the Promotion Manual is amended.
2. Officers who are sitting for promotion examinations should take particular notice of the Routine Orders. They are designed to provide as early information as is possible to allow officers sufficient time to prepare themselves for exams.
3. ARO 5/67 gives details of the study References required. At present the availability of references is NOT good, accordingly 4 RAR has approached AAF FARELF to obtain the required references as soon as possible. It is NOT known when the references will arrive.
4. It is planned that prior to Officers examinations in mid July that there will be a study period in AAF FARELF for final preparation for officers sitting for their examinations in 1967.

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72. MOVEMENT TO AUSTRALIA

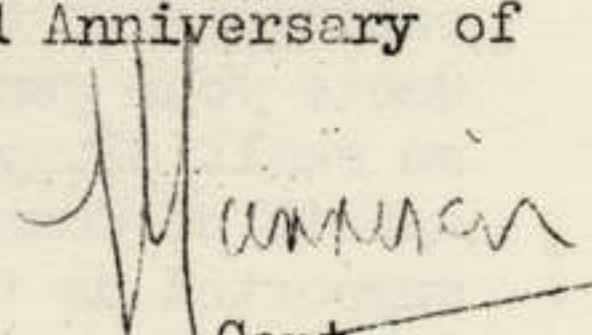
1. It is evident from the number of members arriving at Singapore Airport with baggage in excess of their entitlement, that units are not advising personnel as to the means a member's baggage can be moved by air.
2. It is not possible to convert a member's excess baggage entitlement to unaccompanied baggage at the airport prior to departure and some members have been debited up to \$A65 to cover excess baggage which could have been carried as unaccompanied baggage at no expense, had it been presented at the correct time.
3. Sub units are to draw to the attention of members returning to Australia by air the advantages of converting all or a portion of their excess baggage to unaccompanied baggage, especially if there is a possibility that they may be in excess of their entitlement. Trial weighins should be encouraged.

(101-1-4).

73. BEST WISHES

1. The following message received:

For Lt Col CHA EAST from W.J. MORROW Regimental Colonel. The Honorary Colonel Sir Reginald POLLARD has asked that his best wishes for the future be conveyed to all members on the Third Anniversary of the raising of the Battalion on 1 Feb 67.


Capt
Adjt

Distribution

List A.

RESTRICTED

.9.

RESTRICTED

9.

NOTICES

1. POSTAL ARRANGEMENTS - GARRISON POST OFFICE

Chinese New Year - Thu 9 to Fri 10 Feb 67.

Thu 9 Feb Post Office closed all day.

Fri 10 Feb collection of mail by unit authorised
Post Orderlies only 0830 to 1030 hrs. No counter
service.

Letter Box clearance 0900 Garrison area only.

2. AMATEUR RADIO CLUB

Amateur Radio Club 1st General Meeting to be held on
16 Feb 67 at Sig Sqn Compound, at 1930 hrs.

Anybody interested in joining please be there by
1930 hrs.

3. INTER COY SPORT - POINTS TO 3 FEB 67

RUGBY (THOMSON Shield) A Coy Nil, B Coy 5, C Coy Nil
D Coy Nil, Sp Coy Nil, Admin Coy Nil.

AUST RULES (EASTMAN Cup) A Coy 1, B Coy 5, C Coy 1,
D Coy 5, Sp Coy Nil, Admin Coy Nil.

HOCKEY A Coy 1, B Coy 5, C Coy 5, D Coy 1, Sp Coy Nil,
Admin Coy Nil.

TENNIS (AUSTARM Cup) A Coy 1, B Coy 5, C Coy 5, D Coy 1,
Sp Coy Nil, Admin Coy Nil.

SQUASH A Coy 1, B Coy 5, C Coy 5, D Coy 1, Sp Coy Nil,
Admin Coy Nil.

BASKETBALL (McMEEKIN Cup) A Coy 1, B Coy 5, C Coy 1,
D Coy 5, Sp Coy Nil, Admin Coy Nil.

4. RUGBY

The following 4 RAR Rugby team to play against 1 RNZIR on
7 Feb 67 at 1700 hrs on Bde Padang.

Lt EL QUARTERMAINE	Cpl TE LAVERY
2Lt CB PEPPER	Cpl WJ MOULDER
2Lt TG REIDY	Pte JD LYONS
2Lt NR WHEATLEY	Pte RK DUGGAN
Sgt KJ RYAN	Pte RL CHADBURN
Sgt RJ PEARSON	Pte DC SEATON
Sgt JW WOODLEY	Pte A ILLIN
Cpl G JOSEPHS	Pte JP HOBSON
Cpl A McCLOSKEY	Pte JE BURGESS.

====

Cond Diary

4 RAR
Terendak Garrison
MALACCA

Quote in Reply .

161-1-2

7 Feb 67

Annex H enclosure 3

RESPONSIBILITIES - KEY STAFF AND PERSONNEL

1. The aim of this instruction is to:-
 - a. ensure that key officers, senior warrant and non commissioned officers associated with operations, training and administration have a clear knowledge of their duties.
 - b. enable sub units to have a clear understanding of the various responsibilities of the headquarters.
 - c. assist the clerical staff in the handling and distribution of correspondence.
 - d. a more detailed explanation of unit standing orders.
2. A list of duties of key personnel is shown at Annex 'A'.

Manning
Lt Col
CO 4 RAR
*Copy by
direction for*

DISTRIBUTION

List B less serials 7-9 plus HQ AAF FARELF (4)
and HQ 28 COMWEL Inf Bde (4)

RESPONSIBILITIES - KEY STAFF AND PERSONNEL

1. Second-in-Command
 - a. Deputy Battalion Commander.
 - b. Operational Planning and Readiness States.
 - c. Co-ordination and supervision of Administration.
 - d. Senior Unit Emplaning Officer.
 - e. Morale and Welfare.
 - f. Civic Action.
 - g. Administrative Inspections and Instructions.
 - h. Unit Security Officer.
 - j. Battalion Sports Officer.
 - k. PMC of the Officers' Mess.
 - l. President of DPRI.

2. OC Sp Coy
 - a. Battalion Training (including Officer Training with Adjnt).
 - b. Battalion SOP.
 - c. Formulation and Planning of Exercises.
 - d. Training of Bn HQ in Contingency Plans.
 - e. User Trials.
 - f. Ammunition.
 - g. Forecast of events including allocation of training areas.
 - h. Unit promotion cadres.
 - j. Air Tasking, all aspects.

3. OC Admin Coy
 - a. Band Officer.
 - b. Co-ordination of Bn Fire Drill with Tpt Offr.
 - c. Messing.
 - d. Hygiene.
 - e. Grounds Maintenance with Second-in-Command.
 - f. Overall Supervision of Transport.
 - g. Unit Civil Labour Officer.
 - h. Unit Resettlement Officer.

4. Adjnt
 - a. Commanding Officer's personal staff officer.
 - b. "A" Administration to include Discharge, Transfers, Re-engagements, etc.
 - c. Ceremonial, including Burials and visitors.
 - d. Extra Regimental Appointments.
 - e. Leave and Pay.

- f. Orderly Officers; control and briefing.
- g. Applicants for OCS and Short Service Commissions.
- h. Secretary CO Conference.
- j. Supervision of bn orderly room.
- k. Officers Confidential Reports and promotion examinations.
- l. Member of the Promotion Committee.
- m. Custodian of Battalion Headquarters classified documents.
- n. Officer Training (in conjunction with Trg Offr).

5. Intelligence Officer

- a. All aspects of unit intelligence.
- b. Unit history and Public Relations Officer.
- c. Schools and Courses (in conjunction with Trg Offr).
- d. Training Library.
- e. Unit Museum.
- f. Maps and Air Photographs.
- g. Compilation of Commanders Diary.
- h. Assistant Unit Security Officer.
- j. Supervision of Bn Hq classified documents register.

6. Assistant Adjutant

- a. Understudies the Adjt in all Matters of "A" Administration.
- b. Allocation and Application for Married Quarters.
- c. Removals and Reimbursement.
- d. Civil debts.
- e. Investigations (all natures, unless otherwise directed by Adjt).
- f. Compilation of Unit Routine Orders.
- g. Unit Petty Cash Account.
- h. Accountable "A" forms (in conjunction with Chief Clerk).
- j. Family Liaison Officer.
- k. All Consular matters with the Australian High Commission.
- l. Co ordination of unit Education Training with Education Officer.

7. Assistant Quartermaster

- a. Understudies the QM.
- b. Assistant Battalion Spot Checking Officer
- c. Barracks Officer.

8. Regimental Sergeant Major

- a. All aspects of discipline and military law.
- b. Bounds.
- c. NCO Seniority List.
- d. Member of the NCO Selection Committee.
- e. Offence Reports.
- f. Battalion Duties (including Garrison commitments).
- g. President Sergeants' Mess.

- h. Distribution and Resupply of ammunition.
- j. Supervision of duties on battalion headquarters. (ie. runner).

9. Battalion Orderly Room Staff Sergeant

- a. Supervision of the bn Orderly Room under the Adj't's direction).
- b. Training and supervision of all unit clerks.
- c. Returns.
- d. Typing and Reproduction of correspondence.
- e. POR's--all aspects of compilation and distribution.
- f. March Out Procedure.
- g. Higher Duties Allowance -all ranks.
- h. Re-engagements.
- j. Strength states.
- k. All clerical aspects of soldiers RTA.
- l. Movements.

~~HQ AAF~~

Carl Diany

4 RAR
Terendak Garrison
MALACCA

Quote in Reply
25-2-6

14 Feb 67

Annex Enclosure 4

MINUTES OF CO CONFERENCE
HELD ON 13 FEB 67

Present

1. CO, 2IC, Coy Comds, Adjt, RMO, IO, QM, RSM.

Coy Matters

2. A Coy

- a. Training Tgt Grid Procedure was conducted on 13 Feb by V Bty.
- b. Remainder vide trg programme.
- c. Rostering of Orderly Officers in coy duty weeks where possible.
- d. Deficient in strength; coy has only 94. Adjt to investigate.
- e. Boxing; 17 Div Championships were discussed for Fri 17 Feb 67. (CO attending and representing Bde Comd).

3. B Coy

- a. Nil.

4. C Coy

- a. Ex Diau Gerah II commenced 13 Feb.
- b. Route March on Mon 20 Feb 67 - CO will attend.
- c. Liaison visit by CO to exercise area Fri 17 Feb. (Details to be confirmed with CO).

5. D Coy

- a. Coy Ex from 14-22 Feb 67. Kongkoi area. (Details to be confirmed with CO for visit on 17 Feb).

6. Sp Coy

- a. Training continuing with ni shooting and duties during the week.
- b. Cpl LOUVEL for promotion. Adjt is to arrange for soldier to be paraded to the CO.

7. Admin Coy

- a. 2 days training per week is to continue.
- b. Veh bookings will be made 24 hours in advance. (Coys will be allocated a vehicle each day for coy tasks).

Bn HQ Matters

8. 2IC

- a. Nil.

9. RSM

- a. Can WO and senior NCO's have an interview with D Inf when visits on 24 Mar (CO concurs).

.../2

10. IO
 - a. Basic int training carried out Week 6-10 Feb.
 - b. Security survey continues and should finish on 14 Feb.
 - c. Training with Admin Coy continues.
11. QM
 - a. Cloth available from QM for officers uniforms. It is in short supply.
12. PMO
 - a. Recommendations for renovations to Messes handed to OC Admin Coy.
 - b. Rations; field rations were discussed; the recommended pack was the Australian Combat Ration Pack (1 man for 1 day).
12. Adjt
 - a. Revised dates for Officer Training is to be promulgated.
 - b. Coy Comds may see the CO from 1330-1400hrs daily.
 - c. Any further nominations for officers promotion exams to be handed to Adjt by Fri 17 Feb.

CO Matters

14. Talks with Comd AAF FARELF on liaison visits appear that liaison visits to SVN will again be resumed in the near future.
 - a. Duration 7 - 10 days.
 - b. All Australians in FARELF. (Officers and senior NCO's).
 - c. Location : Phu Tui Province including the Australian Advisers.
15. Promotion examinations were discussed in conjunction with Ex "SOUTHERNCROSS" in particular coaching courses.
 - a. Orientation Week - 1 week; dates to be decided, also venue.
 - b. 1-11 Jul 67 - Course at AAF FARELF.
16. Promotion to Warrant Rank: CO proposed that the examination be deferred to 28 Mar; this has the backing of Comds 28 Bde and AAF FARELF. AHQ has to approve this proposal.
17. Relief of BCSR; 4 RAR and 8 RAR was discussed. Timings are dependant on operational commitments. The D Comd is posing certain aspects with AHQ concerning matters of the relief. The place 4 RAR is to be posted to is yet to be confirmed.
18. Visit of the Honorary Colonel and D Inf is on 24 Mar. Officers may like to discuss personal matters with D Inf when he visits. There will be no separate programme arranged for the visit due to Ex "CARSHALTON" and Easter leave.
19. Comd AAF FARELF has given his full backing to 4 RAR project Op "GOTONG ROYONG". The CO outlined timings and liaison involved with the project.
20. AAF FARELF has given full backing to the B Coy proposed trips to INDONESIA and THAILAND.
23. CO Programme

Tue 14 Feb	1230-1330) DGMS visits and CO lunches at Bde Mess.
	1430-1510	
	1700	Visit 1 Malaysian Recce Regt.
Wed 15 Feb	pm	Visit Kampong Pantai Tanah Merah.

.../3

Thu 16 Feb	pm	Visit A Coy trg Asahan.
	pm	Dinner for CO 1 SG.
Fri 17 Feb	0800	Visit C and D Coys KONGKOI.
	1900	Boxing Championships 17 Div-SEREMBAN.
Sat 18 Feb	am	Visit of Australian Chaplain Generals (RC and OPD)
		Luncheon Officers' Mess.
	pm	Co and Mrs EAST Judge a Beauty Contest at the JRC.

Manning
Lt Col
CO 4 RAR

DISTRIBUTION

List A less serials 7,9,22,23,24,25,32,34,35

Annex A enclosure 5

4 RAR
Terendak Garrison
MALACCA

13 Feb 67

Quote in Reply
234-1-30

OFFR TRG/BN DRILL
FEB/JUN 67

Ref 4 RAR 234-1-30 dated 12 Jan 67

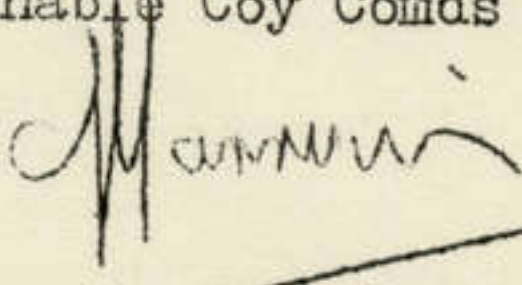
1. The ref is cancelled.

Offr Trg

2. A series of lectures, discussions and Indoor exercises is to be held for Offr Trg over the period 22 Feb to 14 Jun incl. When details for the remainder of the tour are firm a further programme will be issued if nec.
3. The daily programme is att as Annex 'A'.
4. The instrs nominated are responsible for:
 - a. preparing their subjs after consultation with the CO.
 - b. Liaison with the Trg Offr and Io for stores and aid required.
 - c. Clearing their subjs material with the CO not later than 48 hrs prior to the time it is to be presented.

Bn Drill

5. As the dates selected for Offr Trg are gen those dates on which most of the bn is in barrack, they are also the dates most suitable for Bn Drill under the RSM.
6. The allocation of time for Bn drill is shown at Annex 'B'. All coys in barracks on these dates will parade under the RSM.
7. In addition to this drill, the CO may decide to hold Bn parades on other dates. This decision will be notified in sufficient time to enable Coy Comds to include it in daily trg programmes.


Capt for Lt Col
CO 4 RAR

DISTRIBUTION

A COY (7)	3 RCT (3)	CO
B COY (7)	16 COMWEL Fd Amb (3)	2IC
C COY (7)	2 Inf Wksps (3)	Adjt
D COY (7)	HQ 28 COMWEL Inf Bde (2)	Asst Adjt
SP COY (11)	HQ AAF FARELF	IO
ADMIN COY (8)		Comds Diary (3)
TRG OFFR		File
OFFRS MESS		Spare (5)

OFFER TRG DAILY PROGRAMME

SERIAL	DATE/TIME	SUBJECT	INSTRUCTOR	LOCATION	REMARKS
	22 Feb				
1	0900 - 1000	Principles of War	OC A Coy	Offrs Mess	Lec/Discuss
2	1000 - 1100	Malay Armed Forces	Arranged by IO		Lec
3	1100 - 1200	Framework Operations	2IC		Lec/Discuss
	1 Mar ?				
4	0900 - 1200	Coy/Pl Ambushes	OC/2IC D Coy	Bn Lec Room	Lec/Discuss
	19 Apr				
5	0900 - 1100	Fwd Op Base	OC A Coy	Offrs Mess	Lec/Discuss
	1100 - 1200	Protection	OC C Coy	Offrs Mess	Lec/Discuss
	26 Apr				
6	0900 - 1200	Cordon and Search	OC A Coy OC C Coy	Indoor Range	Lec/Discuss
	10 May				
7	0900 - 1000	Ops in Depth	OC Admin Coy	Offrs Mess	Lec/Discuss
8	1000 - 1100	Intelligence	IO	Offrs Mess	Lec/Discuss
9	1100 - 1200	Practical Admin on Ops incl SOPs	2IC D Coy	Offrs Mess	Lec/Discuss
	17 May				
10	0900 - 1000	Principles of War	OC B Coy	Offrs Mess	Lec/Discuss
11	1000 - 1100	Malay Armed Forces	Arranged by IO	Offrs Mess	
12	1100 - 1200	Framework Ops	2IC		
	24 May				
13	0900 - 1100	Patrolling	OC C Coy	Offrs Mess	Lec/Discuss
14	1100 - 1200	Employment of Tracker Teams	OC A Tk Pl	Offrs Mess	Lec/Discuss
	31 May				
15	0900 - 1200	Attack on a Fortified Village	1. Org by OC B Coy 2. All Majs avail as DS	Fortified Village	TEWT
	7 Jun				
16	0900 - 1000	Air Resup procedures	OC Admin Coy	Offrs Mess	Lec/Discuss
17	1000 - 1100	Casevac/Medevac procedures	OC Admin Coy	Offrs Mess	Lec/Discuss
18	1100 - 1200	Health and Fitness	RMO	Offrs Mess	Lec/Discuss
	14 Jun				
19	0900 - 1200	Voice Procedure Practical	RSO	Bn Area	

BN DRILL DATES/TIMES

From 0815hrs till 1000hrs on the dates listed below are allocated to Bn
Drill under the RSM:

22 Feb
1 Mar
19 Apr
26 Apr
10 May
17 May
24 May
31 May
7 Jun
14 Jun.

Carl Dixon

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Annex H enclosure b

The information given in this document is not to be communicated, either directly or indirectly, to the press or to any person not authorised to receive it

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I

BY

LIEUTENANT COLONEL C.H.A. EAST MBE

COMMANDING OFFICER

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 6

13 FEB 67

NUMBERS 74 - 85

- =====
74. BATTALION ORDERLY DUTIES
75. RATIONS
76. OFFENCES
77. BN HQ CAR PARK
78. TAXIS
79. TAXI FARES - TERENDAK GARRISON
80. POWERS OF COMPANY COMMANDER
81. TERENDAK RANGES - AIR DANGER AREA
82. UNAUTHORISED BUILDINGS
83. COMWEL BEACH CLUB - SPONSOR UNIT
84. OFFICER QUALIFYING COURSE NO 35/67
85. REGISTRATION OF MOTOR VEHICLES.
=====

NOTICES

1. MESSAGE FROM CHIEF OF THE MALAYSIAN ARMED FORCES STAFF
2. INCREASE IN ARMY PAY RATES
3. SPORTS - RESULTS
4. 17 DIV/MALAYA DISTRICT TENNIS CHAMPIONSHIPS 1967
5. FOR SALE.

RESTRICTED

RESTRICTED

2.

74. BATTALION ORDERLY DUTIES

	<u>ORD OFFR</u>	<u>ORD SGT</u>	<u>COMMEL BEACH CLUB</u>
Thu 16 Feb 67	2Lt DM CHAMBERS	Sgt R ROLFE	Sgt D LAWRENCE
Fri 17 Feb 67	Lt EL QUARTERMAINE	Sgt B EVANS	Sgt G DATE
Sat 18 Feb 67	2Lt TR ELLIS	Sgt C CONSTABLE	Sgt E JONES
Sun 19 Feb 67	Lt JN BRANDON	Sgt T MUIR	Sgt D HEENAN
Mon 20 Feb 67	Lt RJ WICKHAM	Sgt W JORDAN	Sgt B MORRIS
Tue 21 Feb 67	2Lt JC RULE	Sgt B COOKE	Sgt P LEFTWICH
Wed 22 Feb 67	2Lt B THRIFF	Sgt W FIELD	Sgt H WILSON.

75. RATIONS

1. A Coy is warned in for rations (3 Pl) 14 Feb, and 15 - 17 Feb incl (A Coy).
2. B Coy is warned in for rations 17 - 25 Feb 67.
3. C Coy is warned in for rations 13 to 17 Feb incl.
4. D Coy is warned in for ration on 9 Feb 67.

76. OFFENCES

1. 42605 Pte W PARKER
 - a. Losing by Neglect (ID Card)Fine: \$A6 + 7 days CB.

By Lt Col CHA EAST MBE.
2. 38134 Pte I.J. MORRISON
 - a. Disobeying Lawful Command.Fine: \$A6.

By Lt Col CHA EAST MBE.
3. 2412105 Pte P.J. GRAY
 - a. Neglect to the Prejudice.
 - b. Act to the Prejudice.Sentence: 28 days Detention.

By Lt Col CHA EAST MBE.
4. 43279 Pte E.A. ANGYAL
 - a. Neglect to obey Bn RO.
 - b. Neglect to obey Garrison SO.
 - c. Act to the Prejudice.Found Guilty. Charges 1 and 3 NOT Guilty Charge 2.
Fine: \$A6 plus 14 Days CB.

By Lt Col CHA EAST MBE.
5. 5713793 Pte R.F. CAHILL
 - a. Losing by Neglect (ID Card).Fine: \$A6 plus 7 days CB.

By Lt Col CHA EAST MBE.

RESTRICTED.

RESTRICTED

3.

6. 1731951 Pte T.C. WARREN

a. Act to the Prejudice.

Fine: \$A6 plus 14 days CB.

By Lt Col CHA EAST MBE.

7. 214669 Pte J.W. BRAIN

a. Neglect to obey Bn RO.

Fine: \$A6 plus 14 days CB.

By Lt Col CHA EAST MBE.

8. 1200579 Pte K.L. JACKSON

a. Neglect to obey BN RO.

Fine: \$A6 Plus 14 days CB.

By Lt Col CHA EAST MBE.

77. BN HQ CAR PARK

1. The car park outside B HQ is an officers' car park and also visitors. It is not to be used by other than commissioned officers.

78. TAXIS

1. The only taxis allowed through the front gate are those carrying ladies, commissioned officers and sergeants (enroute to Sergeants' Mess only).

79. TAXI FARES - TERENDAK GARRISON

1. A number of taxis operate in Terendak Garrison either without fare meters or with meters which are unserviceable.

2. Attached is copy of a table of fares chargeable by these taxis.

(8-1-2)

80. POWERS OF COMPANY COMMANDER

1. In the absence of 57042 Maj T.R. SULLIVAN on ARL 335129 Capt I.J.C. HEARN has powers of company commander for disciplinary purposes from 0800 hrs Mon 13 Feb 67 to 0800 hrs Mon 20 Feb 67.

81. TERENDAK RANGES - AIR DANGER AREA

1. The airspace above the following TERENDAK ranges is to be declared a permanent danger area to 500 feet above mean sea level.

- a. 600 yd
- b. 400 yd
- c. SMG Lanes (3)
- d. Sect/Pl A Tk
- e. Grenade
- f. Dnl Area.

2. With immediate effect all aircraft are to fly clear of the danger area. The area extends 2000 yds in all directions from grid reference WL 015800 and upwards to 500 feet.

3. Sub units who wish to fire 2 inch mortars in the TERENDAK Training Areas are to submit a NOTAM to HQ 4 RAR 2 weeks in advance. Firing is not to take place without clearance from HQ 28 Bde.

4. 25 Yd Ranges - Aircraft are not to be flown over the 25 yd ranges at less than 500 ft above mean sea level when the ranges are active.

This is indicated by a red flag flying above the butts.

(BRO 20/67)

82. UNAUTHORISED BUILDINGS

1. It has been noticed that occupants of certain married quarters have constructed lean-to extensions to the existing car ports.

2. The attention of all ranks is drawn to Bde/Gar Standing Orders para 44 which is repeated below:

"44. Unauthorised Buildings

a. No unauthorised buildings of any description may be put up in the Married Quarters areas without prior approval being obtained through the unit from Garrison HQ.

b. Occupants of quarters who wish to put up a shelter, garage, lean-to, shed or any other type of extended alterations will submit detailed plans, including a drawing, to the CO/OC of their unit, who will inspect the site and drawings and, if the proposal is agreed, will forward all plans and drawings to Garrison HQ, who will seek final approval from Lands Branc. Once an encroachment has been approved it will be registered by Depot Office MPBW will periodically inspect it and if necessary will instruct the occupant to carry out any necessary repairs at his own expense."

3. Apart from the unsightliness of these structures, which are mainly constructed of timber and atap, they are a fire risk, and occupants should be warned, that they may be held responsible should a fire break out.

(BRO 21/67)

83. COMMONWEALTH BEACH CLUB - SPONSOR UNIT

1. With effect from 1 Mar 67 the sponsorship and administration of the COMMONWEALTH BEACH CLUB, TERENDAK, passes from 4 RAR to 1 RNZIR.

(BRO 22/67).

84. OFFICER QUALIFYING COURSE No 35/67

Reference HQ AAF RO Part I 10/67.

1. The above course has now been cancelled.

(AAF RO 57/67)

85. REGISTRATION OF MOTOR VEHICLES

The following persons have not reported to the RP Sect that their vehs have been re-registered. They are to do so by Mon 20 Feb 67.

Rank	Name	Coy	Expired Date	Rank	Name	Coy	Expired Date
Cpl	RIDEOUT	B	1-67	Pte	KEYTE	A	10-66
Pte	BUCKINGHAM	Sp	12-66	Cpl	STILL	C	5-66
Cpl	CRONIN	Admin	11-66	Pte	MORRISON	B	5-66
Lcpl	COCKERELL	Sp	10-66	Pte	MURPHY	C	Unregistered
Pte	HATLEY	Sp	12-66	Pte	McLENNAN	Admin	10-66
Pte	HAVELY	Admin	11-66	Cpl	POOLE	Admin	12-66
Pte	JEROME	B	12-66				

Distribution List A.

[Handwritten Signature]
Adj
Capt

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NOTICES

1. MESSAGE FROM CHIEF OF THE MALAYSIAN ARMED FORCES STAFF

Following is text of message received by CINCFE from General TAN SRI TUNKU OSMAN BIN MOHAMED JEWLA, Chief of the Malaysian Armed Forces Staff.

"The instant response and enthusiastic ready willingness of the RAF, RAAF, RN and BRITISH ARMY following our request for flood relief assistance has been much appreciated. Once again an emergency has brought our forces together in close co-operation and shown how for the magnificent efforts of all your personnel involved in Flood Relief Operations. Please convey my thanks to all concerned".

(BRO 19/67)

2. INCREASE IN ARMY PAY RATES

Subtended is the text of a message received from AHQ Canberra:

"The margins increase awarded by Commonwealth Arbitration commission in Dec 66 is to be applied to Services. New rates to apply on and from 3 Feb 67 for Army. Amendment to MFR being processed. Expected that increase will be paid on 16 Mar 67".

(AAF RO Notice).

3. SPORTS - RESULTS

a. Sp Coy Vs B Coy

Aust Rules - Sp Coy 7-10 to 7 - 9. Rugby - Sp Coy 8 - 0.
Hockey - B Coy 2 - 1. Basketball - B Coy 29-4. Squash - B Coy 3-2.
Tennis - B Coy 3-1.

b. C Coy Vs A Coy

Rugby C Coy 22 pts, A Coy Nil. Aust Rules C Coy 1.0 (6 pts)
A Coy 8.8 (56 pts). Tennis C Coy Nil, A Coy 3. Squash C Coy 3 Games A Coy
2 Games. Hockey C Coy 10 pts A Coy Nil. Basketball still to be played.

c. B Coy Vs Sp Coy

Rugby (.) Sp Coy 8, B Coy Nil. Aust Rules Sp Coy 7 goals 10
Behinds B Coy 7 Goals 9 Behinds. Squash B Coy 3 Games, Sp Coy 2 Games.
Hockey B Coy 2 Goals, Sp Coy 1 Goal. Tennis B Coy 3 Games Sp Coy 1 Game.
Basketball B Coy 29 pts, Sp Coy 4 pts.

d. Inter Coy Sport - Points to 10 Feb 67

RUGBY (THOMSON Shield) A Coy 1, B Coy 6, C Coy 10, D Coy 2,
Sp Coy 6, Adnin Coy 10.

AUST RULES(EASTMAN Cup) A Coy 6, B Coy 6, C Coy 2, D Coy 10,
Sp Coy 10, Adnin Coy 2.

HOCKEY A Coy 2, B Coy 10, C Coy 10, D Coy 1,
Sp Coy 1, Adnin Coy Nil.

TENNIS (AUSTARM Cup) A Coy 6, B Coy 10, C Coy 6, D Coy 2,
Sp Coy 2, Adnin Coy 10..

SQUASH A Coy 2, B Coy 10, C Coy 10, D Coy 1,
Sp Coy 1, Adnin Coy Nil.

BASKETBALL(McMEEKIN Cup) A Coy 1, B Coy 10, C Coy 1, D Coy 10,
Sp Coy 1, Adnin Coy 1.

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Draw for Week ending 17 Feb 67

D	Vs	A
Admin	Vs	B
Sp	Vs	C

Games yet to be played

HOCKEY	Admin	Vs	Sp
	Admin	Vs	D
SQUASH	Admin	Vs	Sp
	Admin	Vs	D
BASKETBALL	Admin	Vs	Sp
	C	Vs	A

4. 17 DIV/MALAYA DISTRICT TENNIS CHAMPIONSHIPS 1967

Events

1. The following events will be contested:-
 - a. INTER UNIT TEAM (6 Players)
 - b. REGIMENTAL MENS DOUBLES (Must both be same unit)
 - c. MENS OPEN SINGLES
 - d. MENS OPEN DOUBLES
 - e. LADIES OPEN SINGLES
 - f. LADIES OPEN DOUBLES
 - g. MIXED DOUBLES
 - h. VETERANS DOUBLES (Combined ages to TOTAL 80 or more)

Eligibility

2. All 4 R/R personnel and their families are eligible.

Preliminary Rounds

3. After all entries are submitted a draw will be promulgated by HQ 17 Div/MALAYA District. The early rounds will then be played here at TERENDAK GARRISON.

Finals

4. The semi-finals and finals will be played at RASAH Camp, SEREMBAN during the period 15 - 20 May 1967.

Entry Fees

5. Entry fees are extremely reasonable -
 - a. Unit Teams \$5.00 per team.
 - b. Individuals \$1.00 per player.

Entries

6. All entries must be submitted to Lt J. BRANDON by Fri 24 Feb 67, and entry fees must be included.

Enquiries

7. For all information contact Lt BRANDON on Ext 416.

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TERENDAK GARRISON TAXIS

TABLE OF FARES

IN CAMP ONLY - WHEN METER FAILS

The taxi fares are charged in accordance with the following fare table:

<u>From Main Gate to</u>	3 Sqn RCT	•	¢	.40
	2 Inf Wksp REME	•		40
and	Bde Sgts Mess	•		40
	6 Lt Regt Gd Room	•		40
<u>Vice Versa</u>	AV and HQ Bty (6 Lt Regt)	•		60
	6 Lt Regt Offrs Mess	•		60
	6 Lt Regt Sgts Mess	•		60
	MP Billet	•		60
	Bde NAAFI	•		60
	Royal NZ Regt Gd Room	•		40
	Bde HQ	•		60
	Crown	•		60
	NAAFI Centre	•		60
	4 RAR	•		60
	1 KSLI Gd Room	•		80
	FMC and Weir Ave	•		80
	KSLI Offrs Mess	•		80
	Hull Ave	•		80
	16 Fd Amb	•	1.	00
	Mil Hosp	•	1.	00
	Md Qtrs & Beach Club(OR).	•	. 80	- \$1.00
<u>From Crown to</u>	Md Qtrs (OR) & Beach Club	•	40	- .60
	Brig HQ	•	40	
<u>NAAFI</u>	Bde NAAFI	•	40	
	6 Lt Regt Area	•	60	- .80
and	Hosp & 16 Fd Amb	•	60	
<u>Vice Versa</u>	Saddle Club	•	80	
<u>From Evergreen to</u>	Main Gate	•	40	
and	Woolwich Rd	•	60	
<u>Vice Versa</u>	6 Lt Regt Gd Room	•	60	
	AV and HQ Bty (6 Lt Regt)	•	80	
	6 Lt Regt Offrs Mess	•	80	
	6 Lt Regt Sgts Mess	•	80	
	Royal NZ Regt Gd Room	•	80	
	Bde HQ	•	80	
	Crown	•	80	
	Md Qtrs (OR)	•	1. 00	- \$1.20
	FMC and Weir Ave	•	1. 00	- 1.20
	16 Field Amb & Hosp	•	1.20	- 1.40
	4 RAR	•	1.20	
<u>From Saddle Club to</u>	Weir Ave	•	.80	- \$1.00.
and				
<u>Vice Versa.</u>				

===

5. FOR SALE

TRIUMPH TR 3 White Hard Top Wire Wheels
\$1,650 Only. RE Con Engine 5,000 miles

Lt M.F. STACEY RAOC, 28 COM.EL OFF Tel 285/6

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Annex H enclosure 7

4 RAR
Terendak Garrison
MALACCA

Quote in Reply

234-1-2

14 Feb 67

4 RAR TRAINING DIRECTIVE 1967 -
SUPPLEMENT NO 1

Reference: Our 234-1-2 of Dec 66

Introduction

1. Since I produced the Training Directive in December 1966 the battalion has launched successfully into its programme of training to fit itself for my Aim (para 4 of the reference).
2. Certain new factors have obtruded and circumstances have arisen which necessitates some changes in the Directive. Further modification will undoubtedly be necessary as the year advances.
3. The aim of this supplement is therefore to review and revise certain subjects contained in the reference.

Formation Training

4. These are to be subject to some change as follows:
 - a. the Counter Revolutionary Warfare exercise remains the same except for its codename CARSHALTON and is to cover the period 13-23 Mar.
 - b. the Brigade study period (Ex HARD LOOK) is to be deferred until probably Oct 67, after 4 RAR has left the theatre. CRY HAVOC III will probably take place in May 67 instead of HARD LOOK. This will only affect the Commanding Officer.
 - c. a brigade CPX (NERVE CENTRE) may not take place as such, and training in this aspect may be achieved per media of other already planned exercises, e.g. CARSHALTON, BROADSWORD, etc.
 - d. the Bde HQ only will probably be in THAILAND for most of May taking part in a SEATO exercise. There will be no unit representation.
 - e. the exercise set and controlled by HQ 17 Div in Jun 67 is to be renamed, and rescheduled from 20 - 30 Jun.

Unit Training

5. Sub unit training will continue through Feb, early Mar (prior to Ex CARSHALTON) and the latter half of Apr (fol return from ARL). Company level training including company exercises set and controlled at bn level, will take place during May and Jun (prior to the div ex). During this period I want company commanders at least once to work by night and sleep by day for a period of not less than four days/nights. This can only be practised when in the field on company training.
6. CPX scheduled for Feb (para 12 of the ref) will be trimmed and limited to currently planned Sig Ex and Voice Procedure training and culminating in a general discussion period on CP procedures prior to Ex CARSHALTON. The CPX proposed for May will be implemented in conjunction with the coy ex controlled by bn.

.../2

7. The question of deep jungle operations adjacent to the THAI/MALAYSIAN border is still awaiting Government decision, and is subject to decisions regarding timings for the Malaysian relief by 8 RAR. Our planning and preparations must be flexible enough to allow for this possibility immediately prior to our final concentration in Terendak prior to RTA.

Leave

8. The majority of the unit will be absent on ARL from 24 Mar - 17 Apr. I want sub unit commanders to plan carefully their programmes so that the troops under their command can be brought back to the required level of physical fitness and operational efficiency as soon as possible following their return from leave. Rear Details will continue with the maximum training effort consistent with the performance of essential duties in Terendak Camp during this period.

Conclusion

9. The battalion is starting to shape up - it is NOT yet ready. It is our responsibility to be operationally fit whenever the call comes. See to it that this is achieved as quickly as possible.

Calvin J.
Lt Col
CO 4 RAR

DISTRIBUTION

- A Coy (2)
- B Coy (2)
- C Coy (2)
- D Coy (2)
- Sp Coy (3)
- Admin Coy (3)
- Mor Pl
- Sig Pl
- Aslt Pnr Pl
- A Tk Pl
- Air Pl
- 6 Lt Regt RA
- 11 Indep Fd Sqn
- 16 COMWEL Fd Amb
- HQ 28 COMWEL Inf Bde (2)
- HQ AAF FARELF (2)
- CO
- 2IC
- Adjt
- IO
- QM
- TO
- RMO
- RSM
- File
- Comd's Diary (3)
- Spare (15)

SECTION XII - ORDERLY DUTIES
PART 1 - ORDERS FOR BATTALION ORDERLY OFFICER

311. The Battalion Orderly Officer is to mount duty for a period of 24 hours at 0900hrs weekdays and 0800hrs weekends. The dismounting Orderly Officer is to dismount at 0800hrs weekdays through the Adjt. On weekends he is to dismount when relieved.

DRESS

312. The orders of dress are:

- a. By day - No 1 with Sam Browne Belt and Cap, Khaki Field Service.
- b. By night - No 3 with Sam Browne Belt and Cap, Khaki Field Service.

DUTIES

- 313.
- a. On mounting he is to read the dismounting Orderly Officer's report, his orders and the special orders book, and report to the Adjutant. If he is not required for any particular task the Adjutant will dismiss him to return to normal company training.
 - b. Unless otherwise notified he is to inspect the Battalion Quarter Guard at 0930hrs, Mon, Wed and Fri.
 - c. He is to report back to the Duty Room at 1200hrs. At 1330hrs he is to contact the Adjutant for any special instructions. If there are none, he is to return to training.
 - d. At 1500hrs he is to remount duty.
 - e. Hygiene. A hygiene inspection of the kitchens, messes, latrines and the NAAFI Barber Shop and kitchen is to be carried out daily at 1500hrs. In the Orderly Officer's absence he is to detail the Duty Sgt before hand to inspect the hygiene. Any remedial action required that cannot be effected immediately is to be reported in the Orderly Officer's Report.
 - f. Meal Inspection. He is to be present at, and inspect, at least two meals in the ORs' Mess. Any instances of food shortages or deficiency in food quality are to be reported to the Regimental Messing Officer.
 - g. Prisoners. He is to inspect any prisoners in the guard room once daily and ensure that they are visited daily by the RMO or his representative.
 - h. Regimental Quarter Guard. He is to call out the Guard at least once after 1900hrs and sign the guard report to that effect.
 - j. Duty Vehicles. The duty vehicles are controlled by the Orderly Officer and are not to be used without his permission. One of the two vehicles will be a Stand-By vehicle kept in the Battalion Tpt Compound. This vehicle is to be used in emergencies at the Orderly Officer's discretion. Admin Coy Orderly Room Cpl will have the name and location of the stand-by driver who can be called upon.
 - k. He is to report any incidents of major immediate importance to the Adjt (20 Lincoln Circle, Phone 474) or in his absence the CO (4 Hull Ave, Phone 475).
 - l. He is to report details of the following incidents to Staff Duty Officer, HQ 28 COMVEL Inf Bde by telephone:

.../76

- (1) Fires.
 - (2) Incidents involving arrest of members of 4 RAR by the Civil Police.
 - (3) Incidents, including traffic accidents, involving members of 4 RAR and Asian civilians.
 - (4) Cases of subversive or suspected subversive activity by Asian civilians.
 - (5) The despatch of any NOTICAS advice or AUST URGENT REPORT and the details of these advices/reports.
- m. He is to record all events of an unusual nature in the Orderly Officers Report Book but is NOT to include normal duties performed.
- n. He is NOT to exchange duties, nor leave the Battalion Area without prior approval of the Adjt.
- o. All signal messages, received after hours, with a precedence of PRIORITY or above are to be seen and initialled by the Orderly Officer. Action taken is to be recorded in the Report Book. Messages are to be handled on their merits and referred to Bn Staff Officers if necessary. Messages with a precedence below PRIORITY are to be passed to the Chief Clerk on the next working day.

ADDITIONAL DUTIES

314. The Orderly Officer may be called upon to do the following duties during working hours:

- a. 'Q' Spot Checks.
- b. Rations/POL checks.
- c. Security checks.
- d. Escorting/liaison officer for visitors.
- e. Other duties as directed.

SLEEPING

315. The Orderly Officer is to sleep in the Orderly Officers' Room in the Officers' Mess. On returning he is to take the Mess telephone with him and reconnect it in his room.

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Childs Day

Annex Enclosure 9

The information given in this document is not to be communicated, either directly or indirectly, to the press or to any person not authorised to receive it

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I

BY

LIEUTENANT COLONEL C.H.A. EAST MBE

COMMANDING OFFICER

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

=====

SERIAL NO 7

20 FEB 67

NUMBERS: 86 - 103

=====

86. BATTALION ORDERLY DUTIES
87. APPLICATION FOR MARRIED QUARTER IN MALAYA/SINGAPORE
88. REMOVALS AT DEPARTMENTAL EXPENSE
89. FINANCIAL CONDITIONS ON RETURN TO AUSTRALIA
90. IMPORTATION OF ARMS TO AUSTRALIA
91. DESTRUCTION OF BLINDS CERTIFICATES
92. CERTIFICATION OF CLAIMS
93. FREE TRAVEL ON LEAVE IN FARELF
94. RTA OF FAMILIES OF MEMBERS MARRIED IN MALAYSIA/SINGAPORE/
HONG KONG
95. TEMPORARY DUTY ACCOMMODATION - SINGAPORE
96. CONDUCT IN DEALING WITH CONTRACTORS
97. CORRESPONDENCE
98. THE OVAL SPORTS GROUND
99. PARKING AND DRIVING OF VEHS ON HQ BDE PARADE GROUND
100. SOLDIERS EMPLOYING AMAHS PRIVATELY
101. COMPLAINTS MARRIED QUARTERS - WD QUARTERS/WD HIRINGS
102. KUKRIES
103. OFFENCES

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NOTICES

1. MESSAGE
2. SPORTS - RESULTS.

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86. BATTALION ORDERLY DUTIES

	<u>ORD OFFR</u>	<u>ORD SGT</u>	<u>COMMEL BEACH CLUB</u>
Thu 23 Feb 67	2Lt DM STEWART	Sgt L WILMEN	Sgt G HUIISH
Fri 24 Feb 67	Lt AJ BEER	Sgt L SCOWCRAFT	Sgt I ROSE
Sat 25 Feb 67	2Lt NR WHEATLEY	Sgt G STEVENS	Sgt R PEARSON
Sun 26 Feb 67	2Lt MJ MURPHY	Sgt R STEPHENS	Sgt S PEREJMIBIDA
Mon 27 Feb 67	2Lt TG REIDY	Sgt N SMITH	Sgt A DAVSEN
Tue 28 Feb 67	2Lt RJ EARL	Sgt D HEENAN	Sgt J WILD
Wed 1 Mar 67	2Lt PB SHEEDY	Sgt W O'BRIEN	-

87. APPLICATION FOR MARRIED QUARTER IN MALAYA/SINGAPORE (ALL RANKS)

1. All application forms issued as Annex 'A' to AHQ 722/R11/1 dated 5 Mar 63 are to be destroyed.
2. New application forms to be used is Annex 'L' to AHQ Administrative Instruction 6/64 Australian Army Force FARELF (As amended).

88. REMOVALS AT DEPARTMENTAL EXPENSE

References: MBI 150-2 and MBI 150-3.

1. The attention of all sub-units is drawn to the procedures in the documentation of removals.

2. In particular, sub units attention is directed to the following relevant sections of MBIs, the detail of which, in the past has not been observed.

- a. MBI 150-2 paragraph 29. Where a member on RTA is posted to a station other than the station he left in Australia, the member must have 12 months residual service to qualify for a removal of his goods from storage in Australia to his new station (MBI 150-3 Serial 3, to Annex A).

- b. MBI 150-2 paragraphs 31 and 32. These paragraphs deal with a members entitlement for removals within this theatre.

3. Insurance of Effects for Transportation to Australia

- a. Where members did not apportion the full amount of the Commonwealth Indemnity (\$A4,000) on the forward journey from Australia, the difference between the value of goods in storage in Australia and the indemnity is available for the return journey.

- b. No retrospective adjustments will be made to the insurance election in respect of the forward journey.

- c. Sub units are to ensure that members do not alter the original value of goods in storage in Australia when submitting AAFs H10 for RTA.

4. Insurance of Effects for Removal in the Theatre

- a. Where a member is reposted within the theatre eg. Malacca to Singapore, the difference between the value of goods in storage in Australia and the indemnity (\$A4,000) may be insured at public expense.

- b. When a member is rehoused at his own request he is responsible for all expenses incurred including insurance of his effects.

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5. The insurance of effects during a move at departmental expense as specified in paragraph 3 and 4 is arranged by the member and reimbursement of the premium is claimed in TS4.

Submission of Documentation

6. Documents to be submitted to this headquarters for removals are as follows:-

a. Member with Goods in Storage in Australia at Public Expense

- (1) Application for Removal at Departmental Expense (AAF H10) - 5 copies.
- (2) Inventory of Furniture and Effects in Storage in Australia - 2 copies.
- (3) Inventory of Effects for Transportation to Australia - 5 copies.

b. Members married in this Theatre and Members with no Furniture or Effects in Storage in Australia

- (1) Application for Removal at Departmental Expense (AAF H10) - 2 copies.
- (2) Inventory of Effects for Removal to Australia - 2 copies.

c. Rehousing for Departmental Reasons within this Theatre

- (1) Application for Removal at Departmental Expense (AAF H10) - 2 copies.
- (2) Inventory of Effects for Removal - 2 copies.

(AAF RO 41/67).

89.

FINANCIAL CONDITIONS ON RETURN TO AUSTRALIA

1. MFR 105A which granted certain financial concessions to members returning to Australia with their families, has been repealed. Notwithstanding this, the Military Board has ruled that the provisions of the regulation can be deemed to remain in force in their entirety.

2. In brief, MFR 105A applies to married accompanied members who RTA to an area where married quarters are not available and a housing shortage exists. (This should be certified by the Command to which the member is posted, before RTA). These members are permitted to move their families and effects at public expense to a place where suitable accommodation exists. Further, when accommodation in the area of employment is obtained, these members are entitled to free removal of their families and effects to that accommodation, provided they still have six months to serve there.

3. The concession is to be drawn to the attention of all married accompanied members prior to their return to Australia.

4. For ease of reference, the full text of the repealed MFR 105A is subtended;

"105A.

- (1) In this regulation "oversea country" means a country determined by the Military Board to be an oversea country for the purposes of this regulation.

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(2) Where -

- (a) Upon the termination of a member's service in an oversea country as a member of, or attached to, a body unit or detachment of the Military Forces of the Commonwealth or of another part of the Queen's dominions, the member and his family return to Australia from the country; and
 - (b) In the opinion of the Commander of a Command -
 - (i) a housing shortage exists in the locality in which the member is, by virtue of his posting, required to serve in Australia upon his return from the overseas country; and
 - (ii) suitable accommodation for the family of the member is not available in that locality.
- (3) Where, the balance of the intended period of service in a locality of a member whose family was transported to a place at the cost of the Department under the last preceding subregulation is not less than six months at the time when he obtain accommodation for his family in that locality, the cost of transporting his family and their personal effects to that locality from the place is payable by the department."

(AAFR0 42/67).

90.

IMPORTATION OF ARMS TO AUSTRALIA

1. The Department of Customs and Excise has reported that a considerable number of servicemen have brought or sent prohibited weapons from operational areas into Australia.
2. Although members have made no attempt to conceal the firearms at the time of importation, the Department of Customs has been obliged to seize the weapons which are restricted imports in terms of the Customs (Prohibited Imports) Regulations. Importations of weapons is not permitted unless intending importers produce the written authority of Police Authorities to have possession of such weapons. In cases so far Police Authorities have refused to issue permits under State Legislation to allow members to retain firearms in their possession, and the Customs Department has had no option but to retain such weapons.
3. The practice of members returning to Australia with firearms, whether rifles or pistols, or any other dangerous weapon is to cease. Members are not to forward any firearms or other weapons to Australia by mail.
4. Conditions governing the importation of firearms (ie the requirement to declare all firearms and their release being subject to Police approval) are mentioned on pages 4 and 5 of the pamphlet "Guide to Customs" which has been forwarded to sub units.
5. To prevent a recurrence of members returning to Australia with weapons, sub units are to ensure that all ranks are periodically reminded that:
 - a. The importation of firearms is covered by specific civil regulations and military instructions;
 - b. Failure to observe the relevant regulations will result in the seizure of the wpn etc and may result in legal action.

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91. DESTRUCTION OF BLINDS CERTIFICATES

Ref HQ AAF FARELF 235-5-1 dated 23 Jan 67.

1. Approval is granted in accordance with the above reference for the personnel listed below to have their certificates endorsed for validity until 31 Oct 67.

51585	WO2	RB	BURKE	2411933	Cpl	GT	LEA
36371	Cpl	RD	AYLETT	213530	Pte	TJ	CLARKE
214185	Cpl	JS	VAUTIN	215129	Cpl	DL	GROUNDWATER
15786	Cpl	EW	LANG	311359	Cpl	BN	STEPHENS
54084	Cpl	CA	FLETCHER	54208	Cpl	P	BATTY
29779	Cpl	AB	MCCLOSKEY	42342	Lcpl	TW	DAVISON
16467	Cpl	BK	PORTER	16983	Pte	JR	DARLINGTON
41836	Cpl	TM	BOURKE	15986	Pte	BW	MEEHAN
54633	Lcpl	MD	PUNCH	43499	Pte	WR	THOMAS
15908	Lcpl	WJ	HOLLOWAY				

2. This information is to be entered in each member's AAB 83.

92. CERTIFICATION OF CLAIMS

1. Claims submitted by sub units to Australian Army Force Paymaster for payment are to be certified by the Officer responsible for incurring the expenditure.
2. Claims in respect of purchase of stores, rations, POL are to be certified as to the faithful performance of the service and that the items have been taken on charge.
3. The practice of WOs or NCOs certifying claims is to cease forthwith.

93. FREE TRAVEL ON LEAVE IN FARELF

1. The attention of sub units is directed to AHQ Administrative Instruction 6/64, paragraph 214, which provides for free travel to leave in FARELF, for members and their wives, to approved leave destination.

94. RTA OF FAMILIES OF MEMBERS MARRIED IN MALAYSIA/SINGAPORE/HONG KONG

1. Movement of families of members who married whilst stationed in Malaysia/Singapore/Hong Kong to Australia at public expense, can only be granted by the Comd Aust Army Force FARELF.
2. Applications for travel under such circumstances are to be forwarded through member's unit to HQ AAF FARELF as soon as possible after the marriage has been contracted.

95. TEMPORARY DUTY ACCOMMODATION - SINGAPORE

1. Members normally stationed in the theatre who are required to remain overnight in Singapore on duty or in transit and who are not accompanied by dependants travelling at public expense will normally be quartered at the Transit Wing FETC Nee Soon under unit arrangements. Should officer accommodation not be available at Nee Soon, officers will be accommodated under arrangements made by Headquarters Australian Army Force FARELF. This will normally be at a UK Mess, but hotel accommodation will be arranged by Headquarters Australian Army Force FARELF when mess accommodation is unavailable.
2. Members who arrange their own bookings with hotels without Headquarters Australian Army Force FARELF authority will be required to meet all expenses involved.

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3. Members accompanied by dependants who are travelling at public expense will be accommodated in hotels. Sub units are to advise HQ 4 RAR of the requirements at least 48 hours before movement occurs.

(AAF RO 52/67)

96. CONDUCT IN DEALING WITH CONTRACTORS

1. Officers, other ranks and civilian employees must guard against being placed in such a position as may lay them open to the suspicion of being influenced in the performance of their duties as a result of the acceptance of hospitality or of gifts.
2. They must be scrupulously careful in their relationships and have no personal dealings with Army contractors, their agents or employees. It is important that they realise the possibility of bribery particularly as the extent of contractors interests is not always apparent.
3. It is essential that no officer, soldier or civilian employee should allow himself to become implicated through failure to understand the regulations or to appreciate the dangers which exist.

(AAF RO 44/67)

97. CORRESPONDENCE

Copy of HQ AAF RO 18/67 is reproduced below:

"1. The standard of correspondence being received at this headquarters from some units leaves much to be desired. Examples are:

- a. Letters are often unreferenced and undated.
- b. Note paper, in some cases signed by a Cpl or Pte, has been used as the covering memo.
- c. No covering letter has accompanied routine applications, such as HDA, Application for Special Overseas Living Allowance and Application to Take Leave Abroad.

NOTE: covering letters are not necessary if the form is self-explanatory and indicates clearly unit/date/file number; forms should be typed.

- d. Insufficient copies of correspondence being received.

2. Official correspondence from units is being sent to this headquarters over the signature of relatively junior officers, and in some cases NCOs. In some cases it is not known whether these letters etc have the authority of the Unit Commander.

3. Attention is drawn to paragraph 280, ARO 45/65. Letters are to be signed by, or for, the Unit Commander. If circumstances necessitate the signing of such correspondence by junior officers, an indication is to be given that the action is "By Direction" if appropriate, or that the Unit Commander is absent on duty (AOD), absent on leave (AOL), etc.

4. In cases where correspondence is to be referred to a further authority for action, eg. AHQ, units are to forward to this HQ sufficient copies of all relevant documents and letters to enable the next addressee to be furnished with all the facts without the necessity for photocopying. This will then eliminate this costly and time consuming process.

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98. THE OVAL SPORTS GROUND

1. Complaints are continually being received regarding vehs driving on the OVAL. This invariably occurs during some specific function such as large athletic meetings etc.
2. Vehs crossing the running track cause very considerable damage making the track unusable and this in turn necessitates closure of the ground and expensive repair work.
3. It is appreciated that it is essential on occasions to dump heavy items of equipment on site. If this is necessary all vehs will use the extreme outside edge of the ground. Portable items must however be carried onto the site.
4. Sub units are to ensure that all drivers are warned of the above orders and that attention is drawn to it once every three months.

(BRO 24/67)

99. PARKING AND DRIVING OF VEHICLES ON HQ BDE PARADE GROUND

1. No military or private vehicles are to be parked or driven over the HQ Bde Parade Ground with the following exceptions:
 - a. Cars of personnel attending presentations in the Bde Presentation Hall.
 - b. Landrovers and trailers loading and unloading at HQ 28 Bde and Sig Sqn stores.

(BRO 25/67)

100. SOLDIERS EMPLOYING AMAHS PRIVATELY

1. The attention of all sub unit commanders is drawn to ARO 245/64, particularly para 4, 6, 7 and Annex 'A'. A requirement within the terms of entitlement to Married Accompanied rates of Local Overseas Allowance is that where a soldier employs a servant privately he MUST protect himself against claims by his employee for injury arising out of such employment by means of Employers Liability Insurance. Provision for this is included within the rate of Local Overseas Allowance.
2. a. Every married soldier is to sign the following certificate as part of his arrival documentation:

"I certify that when I employ a domestic servant I will take out an Employment Liability Insurance Policy in the terms of para 6 of ARO 245/64".

This certificate is to be preceded by the contents of paras 6 and 7 of ARO 245/64 and is to be witnessed.
- b. The certificate is to be filed with soldier's documents.
3. Once a quarter sub units are to call in policies and check that they are current. Where a policy is found to be lapsed (or does not exist) insurance is to be effected forthwith by the soldier or if he fails to do so his allowance stopped as at the date of check.
4. Personnel who have not yet completed certificates required by para 2 above are to do so forthwith.

(BRO 26/67)

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101. COMPLAINTS MARRIED QUARTERS - WD QUARTER/WD HIRINGS

1. Due to shortage of staff (the telephone orderly is on 4 months leave) it is regretted that MQ repair requirements, except emergency items, can no longer be dealt with by telephone.

2. Wef date will you please submit all repair requirements in writing

Address to MQI
Terendak Garrison

endorsing the envelope "REPAIRS"

3. No stamp is needed if posted in your unit post box.

(1-3-9).

102. KUKRIES

The soldiers named below have submitted signed orders to DPRI for Kukries/knives etc and have yet to pay. They are to report to DPRI, pay for and collect the goods ASP.

No	Rank	NAME	Coy	Order No	Value of Order	Amount Paid	REMARKS
53733	Sgt	TOMPSETT	Admin	1	\$18.00		
37436	Cpl	GRIMMER	"	3	18.00		
222877	Lcpl	DM MASON	"	4	33.00		Item Not arrived
4410387	Pte	BARNES	"	6	51.00		
37255	Pte	DA THOMPSON	"	7	24.00		
43361	Pte	JAKAB	"	8	34.00		
42999	Pte	PINDING	"	9	34.00		
37091	Pte	SAUNDERS	"	10	18.00	18.00	Item Not arrived
43141	Pte	SPENCER	C	11	81.00		
17585	Pte	SWALES	Admin	12	56.00		Item Not arrived Value \$33.00
5410970	Pte	TILBROOK	"	13	18.00		
4717856	Pte	JJ BATEY	A	16	67.00	67.00	Item Not arrived Value \$33.00
1731152	Pte	MILLER	B	20	14.00		
5411364	Pte	MARSHALL	B	21	13.00		
38285	Pte	G HILL	B	22	18.00		
38287	Pte	WALKER	B	23	29.00		
4410604	Pte	PICTON	B	24	34.00		
43054	Pte	DAVIS	B	25	34.00		
215079	Pte	WILKES	B	29	42.00		
4410534	Lcpl	JENKIN	D	33	33.00		Item Not arrived Value \$33.00
35856	Pte	HEARD	D	35	24.00		
2782470	Pte	ROUGHAN	D	36	18.00		
215610	Pte	ROWLEY	D	37	34.00		
18283	Pte	ROBINSON	D	38	34.00		
4717802	Pte	STONE	D	45	51.00		
1731379	Pte	WILLIAMS	D	46	18.00		
37792	Pte	LITTLEHALES	Sp	49	24.00		
215095	Pte	EATHER	Sp	50	24.00		
42748	Pte	CLARKE	Sp	52	76.00		
53971	Pte	PASCOE	Sp	53	51.00		
1200153	Pte	SULLIVAN	Sp	54	86.00		
342822	Cfn	OSMAND	182 Recce Flt	55	91.00	91.00	Item Not arrived Value \$33.

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103. OFFENCES

1. 61560 Lcpl A.C.F. WILKINSON (A Coy)

a. AWOL 3 hours.

Award: Severe Reprimand.

By Lt Col CHA EAST MBE.

2. 3788764 Pte G.C. GRADY (A Coy)

a. Act to the Prejudice
(Accidental Discharge)

Award: Fined \$A10 and 14 days CB.

By Lt Col CHA EAST MBE.

3. 2410564 Pte E H SUTCLIFFE (Sp Coy)

a. Neglect to obey Bn RO.

Award: Fined \$A6 and 14 days CB.

By Lt Col CHA EAST MBE.

4. 37532 Pte G.P. GRAHAM (Sp Coy)

a. Neglect to obey Bn RO.
b. Neglect to obey Bn RO.

Award: Fined \$A6 and 14 days CB.

By Lt Col CHA EAST MBE.

5. 342799 Cfn P.D. HANSEN (Sp Coy)

a. Failing to appear CB Parade.

Award: 7 days CB.

By Lt Col CHA EAST MBE.

6. 17640 Pte M BUTLER (Sp Coy)

a. Neglecting to obey Bn RO.

Award: Fined \$A6 and 14 days CB.

By Lt Col CHA EAST MBE.

Distribution: List A.

NOTICES

[Handwritten Signature]
for Capt
Adjt

1. MESSAGE

The following is the text of a message from Brigadier TANCRED to all ranks:

"I consider it a great honour to have been given command of this Brigade. It has a High reputation and I will do my utmost to see that it keeps it.

There are no short-cuts to proficiency in this profession of ours - it comes with work and practice and discipline and play. I will try to ensure that you get the right measure of these.

In the last week I have seen some of you. I look forward to meeting and working with many more in the weeks to come".

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2. SPORTS RESULTS

17 Gurkha Div BASKETBALL Results

4 RAR defeated 1 SG Jan 67.

4 RAR defeated Gurkha Bde Trg Depot Sungei Patani
43 - 32 in a social game.

4 RAR defeated 110 LAA Bty 44 - 40

Next game semi finals - 4 RAR Vs 6 Lt Regt date to be notified.

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Annex H enclosure 10

The information given in this document is not to be communicated, either directly or indirectly, to the press or to any person not authorised to receive it

AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I

BY

LIEUTENANT COLONEL C.H.A. EAST MBE

COMMANDING OFFICER

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 8

23 FEB 67

NUMBERS: 104 - 108

- =====
- 104. BATTALION ORDERLY DUTIES
 - 105. RATIONS
 - 106. OVERNIGHT EXPENSES OF DEPENDANTS ATTENDING SPECIALIST APPOINTMENT
 - 107. SAFETY HAZARD - GRENADES HE M26 AND WP M34
 - 108. DOMESTIC SERVANTS - MALAYA
- =====

NOTICES

- 1. INTER COY SPORT - POINTS TO 22 FEB 67
- 2. LOSS WORK TICKET
- 3. FOUND PROPERTY.
- 4. AUSTRALIAN TAPE EXCHANGE SYSTEM
- 5. ALLIANCES

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104. BATTALION ORDERLY DUTIES

	<u>ORD OFFR</u>	<u>ORD SGT</u>
Thu 2 Mar 67 ..	2Lt DM CHAMBERS	Sgt P WEBBER
Fri 3 Mar 67 ..	2Lt CB PEPPER	Sgt A GREAVES
Sat 4 Mar 67 ..	2Lt GC KENDRICK	Sgt J RYAN
Sun 5 Mar 67 ..	2Lt JC RULE	Sgt R WOODBURY
Mon 6 Mar 67 ..	2Lt DJ LYONS	Sgt R ROLFE
Tue 7 Mar 67 ..	Lt EL QUARTERMAINE	Sgt D LAURENCE
Wed 8 Mar 67 ..	Lt W SHEPPARD	Sgt G DATE.

105. RATIONS

1. A Coy less 2 Pl is warned in for rations from 27 Feb to 3 Mar and 2 Pl from 27 Feb to 8 Mar 67 incl.
2. C Coy 8 Pl is warned for/meal on 1 Mar, and C Coy evening meals on Thu 2 and Tue 7 Mar 67. evening
3. Admin Coy are warned in for rations for evening meal 23 and 28 Feb 67.

106. OVERNIGHT EXPENSES OF DEPENDANTS ATTENDING SPECIALIST APPOINTMENT

1. Approval has been given for the reimbursement of reasonable accommodation and meal costs, in cases where a dependant of a member is referred by a service medical officer to a specialist, and the appointment involves an overnight stay away from home. This is subject to evidence of expenditure being produced, and the concurrence of the Treasury Representative, Singapore being obtained.
2. Members concerned will be required to contribute an amount equivalent to half the amount for food, for the member and his wife as shown in the scale of living costs.
3. Where a parent accompanies a child or children referred to a specialist involving an overnight stay, the member's contribution will be as described in paragraph 2 above, plus the additional element for the child or children concerned.
4. AHQ Administrative Instruction 6/64 will be amended in due course.

(AAF RO 47/67)

107. SAFETY HAZARD - GRENADES HE M26 AND WP M34

1. Information received from UK indicates the existence of a possible safety hazard with projected grenades of the above types.
2. A dangerous condition can arise if the grenade is fired from a rifle with the safety pin of the fuze still in position. It would appear that the pin can shear on strike and if the grenade is partially buried, the safety lever can be held in position by the earth. Any movement of such a grenade could cause the lever to fly off and allow the striker to ignite the fuze.
3. Provided that normal safety precautions are observed and all blind grenades are destroyed in situ without actually touching the grenade, accidents will be averted.
4. This hazard is drawn to all su-unit's attention, however, in view of the dangerous conditions of such grenades, which may appear to be safe in view of the presence of the safety lever.

(AAF RO 17/67)

108. DOMESTIC SERVANTS - MALAYA

Ref 4 RAR RO 310/65 is reproduced below:

1. Wef 27 Jun 64, the entitlement for the provision of domestic servants to eligible married accompanied members in MALAYA ceased. From that date, local allowances payable to these members were increased by an amount approximating the wages that were paid to the servant or servants through previous arrangements with the War Department. Henceforth, members who wish to employ a servant or servants, part or full time, are required to employ and pay such servants under private arrangements. The increase in allowances to eligible married accompanied members will not be conditional on the member employing domestic servants; on the contrary, the employment or otherwise of domestic servants will be the member's own personal discretion.
2. Those married accompanied members resident in a hotel, hostel etc. will continue to be reimbursed the costs of laundry charges in accordance with Financial Administrative Instruction No 451, para 142.
3. It will be noted that the contents of this Order relates to Amahs only; gardeners or kebuns will continue to be provided under existing arrangements.
4. The employment of domestic servants, to include engaging and payment will be the responsibility of the member.

Responsibility of the Member

5. When a member desires to engage domestic help under private arrangements, he will be held personally responsible for the following:

- a. Medical Examination. Members are required to obtain a certificate of medical fitness for the servant before engaging the servant concerned. This medical examination will be carried out at the nearest medical centre at public expense. Arrangements for this medical examination will be the member's responsibility.

- b. Employer's Insurance

- (1) Members engaging a servant are required to protect themselves against claims by their employees for injury arising out of their employment by means of Employer's Liability Insurances. These policies have an annual premium of approximately eight dollars per servant. The costs of this insurance are included in the increased allowances.

- (2) When making application for these increased allowances members will be required to endorse their claim with the following statement:

"When I employ a domestic servant or servants, I will take out an appropriate Employer's Liability Insurance Policy for each servant so employed on or before engaging such servants."

- (3) Members are to be advised that the Commonwealth of AUSTRALIA will not accept liability for the Compensation to a soldier against employee claims.

- (4) Sub units will advise members on how to take out these insurance policies, if required by the member concerned.

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- c. Payment of Servants. Members are responsible for the payment of their servant or servants on a monthly basis, or at a more frequent interval as agreed with the servant. Members are to be instructed that they will maintain a suitable wages book showing payments made to the servant or servants and their signature for receipt. This wages book will be maintained as a record of wages payments only as a safeguard for the member.
- d. Security. Members will ensure that privately employed servants are screened and issued with security passes.

Conditions of Service

6. For guidance to eligible members, the conditions of service for domestic servants in the past are given below:

- a. Pay of \$120 per month. (Cook amahs in officers employ \$137). Pay is made in arrears.
- b. One day off per week.
- c. Six days paid leave per year.
- d. Fourteen days notice of discharge or fourteen days pay in lieu, with the exception that under serious disciplinary conditions, instant dismissal is possible, without the requirement for fourteen days pay in lieu.

Domestic Servant Allowance - Effective from 27 Jun 64

7. The allowance is credited to the member's paybook, on a daily basis, on application on a form MALAYA Pay 3 lodged with Unit Pay Representative. This application will include the member's rank and family state, to allow the grant of the appropriate increase, together with a statement in regards to Employer Liability Insurance. (See sub para 8b. (3) above.

8. The allowance will be credited to an eligible member under the following conditions:-

- a. While resident in MALAYA in other than a hotel, hostel, etc (SINGAPORE and EAST MALAYSIA are non-entitled areas).
- b. If a member is transferred to a non-entitled area, or to an hotel, hostel, etc, at such short notice, beyond the control of the member concerned, that it is not possible to give the required notice of dismissal to servants employed by the member his CO or OC may authorise the payment of the increase allowance for sufficient days to cover the outstanding period. This period will NOT exceed fourteen days.
- c. The increased allowances will be continued during the absence of a member and his family on approved leave up to a maximum of sixty days, subject to his return to the area on completion of leave.
- d. If a member returns to AUSTRALIA in advance of his family to meet service requirements, the additional allowance will be continued while his family remain in MALAYA.

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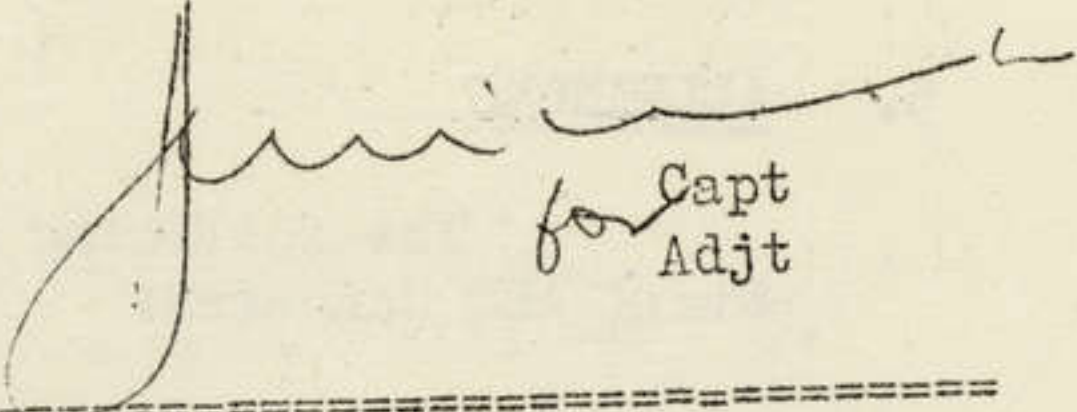
Promulgation

9. Sub units will ensure that details contained herein are promulgated to all members concerned, and are brought to the notice of future reinforcement members, where applicable.

Registration of Newly Employed Amahs

10. All married members are required to advise MQI when they employ a new amah for security purposes.
11. Subsequent discharge of an amah must also be advised.
12. Copies of the proforma for advising MQI are held within Coys.

Distribution
List A.


for Capt
Adjt

NOTICES

1. INTER COY SPORT - POINTS TO 22 FEB 67

Rugby (THOMSON Shield) - A Coy 2, B Coy 7, C Coy 10, D Coy 2, Sp Coy 11,
Admin Coy 15.

Games to be played - D Vs A, Sp Vs C, B Vs D, C Vs Admin.

Aust Rules (EASTMAN Cup) - A Coy 7, B Coy 11, C Coy 2, D Coy 10, Sp Coy 15,
Admin Coy 2.

Games to be played - D Vs A, Sp Vs C, B Vs D, C Vs Admin.

Hockey - A Coy 7, B Coy 13, C Coy 10, D Coy 1, Sp Coy 2,
Admin Coy 3.

Games to be played - D Vs A, Sp Vs C, Admin Vs Sp, Admin Vs D, B Vs D,
C Vs Admin.

Tennis (AUSTARM Cup) - A Coy 7, B Coy 10, C Coy 6, D Coy 2, Sp Coy 7,
Admin Coy 10.

Games to be played - Admin Vs B, D Vs A, Sp Vs C, B Vs D, C Vs Admin.

Squash - A Coy 3, B Coy 3, C Coy 10, D Coy 1, Sp Coy 6,
Admin Coy 5.

Games to be played - D Vs A, Sp Vs C, Admin Vs Sp, Admin Vs D, B Vs D,
C Vs Admin.

Basketball (McMEEKIN Cup) A Coy 2, B Coy 15, C Coy 1, D Coy 10, Sp Coy 6,
Admin Coy 2.

Games to be played - D Vs A, Sp Vs C, Admin Vs Sp, C Vs A, B Vs D,
C Vs Admin.

2. LOSS WORK TICKET - AF G3518 - Work Ticket No KK 729965 belonging to Mil veh
02 CL 44 was lost on 31 Jan 67 between 3 Sqn RCT and Bukit Bahru.
If found, would finder return to 3 Sqn RCT,

Terendak.

3. FOUND PROPERTY - The undermentioned items have been found. Claimants are to
contact the CSM, 28 COM EL Inf Bde Pro Unit.

Two Gold Rings, One Pair Mens Shoes, One Medium Size Suitcase.

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4. AUSTRALIAN TAPE EXCHANGE SYSTEM

1. The list of firms throughout Australia who are willing to make tape recorders available for the playing and recording of messages for Australian Forces Overseas are held by Capt DR GILHAM.
2. Further names will be added as they come to hand.
3. Enquiries to:

Capt D.R. GILHAM.

5. ALLIANCES

The following advice received from Chief of the General Staff AHQ Canberra:

"I have pleasure in advising you that The Queen has approved of an Alliance between The Royal Australian Regiment and The Royal Malay Regiment."

(131-2-1)

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RESTRICTED.

No 31

4 RAR
Terendak Garrison
MALACCA

29 Feb 67

Amey Hencloswell

AMENDMENT TO BN STANDING ORDERS
AMDT NO 6

1. Appendix "C" to Annex "B" to Sec IV - delete and insert new attached Appendix "C".

[Signature]

Capt
Adjt

<u>DISTRIBUTION</u>	<u>COPY NO</u>
A Coy	1 - 2
B Coy	3 - 4
C Coy	5 - 6
D Coy	7 - 8
Sp Coy	9 -10
Admin Coy	11-12
HQ 28 COMWEL Inf Bde	13
HQ AAF FARELF	14
Bn HQ	15
CO	16
2IC	17
Adjt	18
Asst Adjt	19
QM	20
IO	21
RMO	22
Tpt Offr	23
RSM	24
RQMS	25
Bandmaster	26
RP Sgt	27
Bn Orderly Offr	28
Bn Orderly Sgt	29
Bn Guard Room	30
Commanders Diary	31-32
Spare	33-37

RECEIPT

To: Adjt
4 RAR

.....Acknowledge receipt of Amdt No 6 to 4 RAR Staning Orders and
copy nos.....have been amended accordingly.

Date.....

.....Rank

.....Appt

ORDERS FOR SENTRY POST NO 3

1. PLACE : A roving picquet on 4 RAR veh compound, QM compound and New Cash Office.
2. DUTIES :
 - a. Not leave his post until properly relieved.
 - b. Carry out a continual patrol around the veh compound, QM compound and New Cash Office.
 - c. Not allow unauthorised persons to enter the compounds or New Cash Office.
 - d. Conduct a security check of the gates, locks, doors and fences every half hour.
 - e. Not allow any Asians to loiter in the area.
 - f. Check passes and ID Cards of all Asians found in the area. An Asian found without a pass will be taken into custody and the Guard Commander notified by calling to the sentry on the magazine.
 - g. Not to converse with other soldiers moving along the road unless its concerning duty.
 - h. Report any break of security and incidents to the Guard Commander.

Comd Diary

Quote in Reply

25-2-6

4 RAR
Terendak Garrison
MALACCA

27 Feb 67

Amey H. enclosure 12

MINUTES OF CO CONFERENCE HELD ON 27 FEB 67

Present

1. CO, 2IC, Coy Comds, Adjt, FMO, IO, QM, RSM.

Coy Matters

2. A Coy - Nil.
3. B Coy - Nil.
4. C Coy -
 - a. C Coy GMC ni shoot Wed 1 Mar.
 - b. OC C Coy taking squash in absence of OC B Coy.
 - c. Offrs Beach Club, pool should be ready again Wed 8 Mar.
5. D Coy
 - a. Rehearsal for funeral on Wed 1 Mar is underway.
6. Sp Coy/Trg Offr
 - a. Tgt grid procedure 8/9 Mar, details were discussed.
 - b. Sioux helicopters are grounded, they may NOT be avail for the bde ex.
 - c. Offr trg and coy exercises were discussed in relation to likely clashes in dates for Offr Trg.
7. Admin Coy
 - a. Midday meal is now at 1230hrs and NOT 1200hrs in the OR Mess Mon to Fri.

Bn HQ Matters

8. 2IC
 - a. Capt McKENZIE to take over as Mess Treasurer on Fri 10 Mar.
 - b. Appreciation was expressed for the efforts at the dining-in night 24/25 Feb.
 - c. Attending a Unit Security Offrs Course 27 Feb-3 Mar.
 - d. There are many outstanding NAAFI debts which must be cleared ASP. In some instances there could be court action if debts are not paid by 31 Mar.
9. Adjt
 - a. Punctuality of returns was stressed in relation to the battalion leave period.
 - b. Details of Maj Gen J S ANDERSON's visit were discussed.
 - c. Action is being taken to follow up B Coy trips to Indonesia and Thailand during leave.

.../2

- d. Posted strengths, namely deficiencies were mentioned and action is to be taken.
 - e. The funeral of the late WO2 M P HANLEY is taking place at 1600hrs 1 Mar.
10. EMO
- a. Gotong Royong; a sister will be avail on Thu for med treatment.
 - b. Needles for rfts are bad; staff action is required. (CO concurred).
11. QM
- a. Q Store closed on Thu 2 Mar for Admin Coy Trg.
12. RSM - Nil.
13. IO - Nil

CO Matters

14. CO commendation for the route marches of B, C and D Coys.
15. Probable visit to A Coy this week depending on availability of Sioux helicopters.
16. Coy trg under Bn con was discussed as a result of the visit to Kota Tinggi. OC Sp Coy and OC Admin Coy to recce this week on Wed 1 Mar 67.
17. Ex "CARNIVEROUS" CO will give:
- | | |
|-----------------------------|------------------------------------|
| 6 Mar - Preliminary Orders. | } timings and venue to be advised. |
| 10 Mar - Detailed Orders | |
18. CO has spoken to D Comd AAF concerning Subject C for Warrant Rank. D Comd is following up by signal to AAF today.
19. The Royal Australian Regiment is affiliated with the Royal Malaysian Regiment and further affiliations will be gone into later.
20. Visits: Adjt to confirm visits for March.
21. Powers of Punishment of CO/OC were discussed. No firm action is to be taken until there is further advice from DADLS AAF.
22. CO will visit during this week:
- a. Coy trg and sport.
 - b. BMH, Q Check and Education.
 - c. Boxers; as notified by OC A Coy.

DISTRIBUTION

List A less serials
7,9,23-25, 32,34,35.

[Handwritten Signature]
Lt Col
CO 4 RAR
[Handwritten Initials]