

PART I

COVERING LETTER

Reference No. 117-3-1

Cross out addresses which do not apply.

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

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

2. Please return receipt below.

(Signature)

[Handwritten Signature]

Capt

Appointment

Adjt

(OC Unit or Senior Staff Officer)

RECEIPT FORM

(To be detached and returned by recipient)

Please return to this address:

4 RAR
Terendak Garrison
MALACCA MALAYSIA

I hereby acknowledge receipt of:--

Army Form C2118 Nov 66 (Month and Year)

Signature

Date

PART II

Army Form C2119

SECRET

26-5-1949
Awm 95 7/4/66
NOV '66

ORIGINAL
DUPLICATE

Strike out where not applicable

COMMANDERS DIARY

OF

Unit or Formation 4th Battalion, The Royal Australian Regiment

From 1 NOV 66 To 30 NOV 66

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.....

C. DIARY

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Amey H. [unclear]

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

MAJOR K J MCGHEE

ADMINISTERING COMMAND

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 28

31 OCT 66

NUMBERS 335 - 347

- =====
- 335. BATTALION ORDERLY DUTIES
 - 336. RATIONS
 - 337. FIRST AID TEST - GROUP 6 MIL SKILLS
 - 338. GRASS CUTTING -- MARRIED QUARTERS
 - 339. VISITORS TO GARRISON
 - 340. TERENDAK GARRISON GOLF COURSE
 - 341. TERENDAK CO-OPERATIVE HOUSING SOCIETY
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 - 343. BATTALION ORDERLY DUTIES - ORD OFFR - AMDT
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 - 345. PETROLEUM OILS AND LUBRICANTS, ISSUED TO, OR DRAWN FROM, THE FEDERATION FORCES
 - 346. INCREASE IN FORCES POSTAL CHARGES
 - 347. PRIVATELY OWNED VEHICLES.
- =====

NOTICES

- 1. EDEN HILLS
- 2. SPORTS
- 3. BN BOXING TEAM TO KUALA LUMPUR.

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335. BATTALION ORDERLY DUTIES

<u>ORD OFFR</u>	<u>ORD SGT</u>
Wed 2 Nov 66 .. Lt B.J. AVERY	Sgt B. MORRIS
Thu 3 Nov 66 .. Lt E.L. QUARTERMAINE	Sgt W. CASEY
Fri 4 Nov 66 .. Lt J.N. BRANDON	Sgt R. HANNAH
Sat 5 Nov 66 .. Lt R.J. WICKHAM	Sgt W. O'BRIEN
Sun 6 Nov 66 .. 2Lt CB. PEPPER	Sgt KD LEWIS
Mon 7 Nov 66 .. Lt J.R. BRETT	Sgt H BUSH
Tue 8 Nov 66 .. Lt W. SHEPPARD	Sgt D JAMES
Wed 9 Nov 66 .. Sgt L G LITTLE	Sgt W McINERNEY.

336. RATIONS

1. All officers and Sgts are warned in for rations (evening meal) 6 Nov 66. 4 RAR Sgts Mess warned in for evening meal on Sat 29 Oct 66.
2. All members of 4 RAR are warned in for rations on Tue 15 Nov.
3. All members of 4 RAR are warned in for rations (mid meal) 4 Nov.
4. All members of 4 RAR are warned in for rations (mid meal) 5 Nov.
5. C Coy is warned in for rations from 24 - 28 Oct and 1 - 11 Nov.
6. D Coy is warned in for rations from 25 Aug to 1 Nov 66.

337. FIRST AID TEST - GROUP 6 MIL SKILLS

The undermentioned members of D Coy have qualified in First Aid for Group 6 Mil Skills:

4410592	Cpl W FOSTER
42664	Lcpl MJ WILLIAMS
17819	Pte BD BROOKER
54335	Pte KC HANCOCK.

338. GRASS CUTTING - MARRIED QUARTERS

1. The following is the policy regarding grass cutting in married quarters/hirings :
 - a. Grass cutting will be paid for out of public funds for:
 - (i) Quarters located within the boundaries of a Garrison.
 - (ii) Quarters built on MOD (Army) land.
 - b. The areas to be cut include all land, drain, verges, surrounds and rough ground lying adjacent to the qtrs extending up to the lawn/land within the perimeter of each house. The land within the perimeter of a house is entirely the responsibility of the occupant.
 - c. Where no clear division is evident to indicate the lawn/land within the perimeter of the house, this is to be taken as the area of lawn/land immediately adjacent to the house extending to the first natural obstacle such as a monsoon drain or hedge, or to a distance of twenty yards from the house, whichever is the lesser. Where cases of doubt exist the exact perimeter is to be defined by the Depot Officer, MPBW in consultation with MQI.
 - d. The grass land within the perimeter of a house may be cut and paid for out of public funds in cases where the house is left vacant for six weeks or more. In such a cases the cut will normally be made immediately prior to

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the march-in of the new tenant.

2. Sub Coys. This information should be informed to all married families in their sect and brought to the attention of all new families upon arrival.

(BRO 251/66)

339. VISITORS TO GARRISON

1. Annex O to Garrison Standing Orders allows visitors to enter the Garrison when vouched for by a sponsor.

2. Instances have occurred when this facility has resulted in the entry of undesirable persons.

3. In future, the pass issuing authority is authorised to refuse the issue of a pass to visitors who are known to be undesirable. Details of any such refusals will be passed to the Commanding Officer of the sponsor in order that the latter can be informed accordingly.

(BRO 252/66)

340. TERENDAK GARRISON GOLF COURSE

1. The Golf Course is to be used solely for the purpose of playing golf. It is not to be used as an area for military training, cross country running or any other activity unconnected with golf.

(BRO 254/66)

341. TERENDAK CO-OPERATIVE HOUSING SOCIETY

1. The Terendak Co-operative Housing Society Ltd which is an organisation run exclusively by the civilian employees of this Garrison to help in providing its members with houses of their own has organised a ball and Terendak Queen contest at the DEWAN HANG TUAH on Sat 5 Nov 66 commencing at 2030 hrs.

2. The Chief Minister of Malacca has accepted the invitation to attend and is to be the guest of honour at the ball. As honorary president of this society, the Garrison Comd will be attending.

3. All soldiers will be welcome at this function.

342. EXTRA REGIMENTAL APPOINTMENTS - AMENDMENT

Ref RO Part I 290 dated 5 Oct 66.

Public Relation Officer - Delete Capt SUTTON
Insert Capt MG BARNICK.

343. BATTALION ORDERLY DUTIES - ORD OFFER - AMENDMENT

Ref RO Part I 326 dated 24 Oct 66.

Wed 2 Nov 66 Delete 2Lt M MURPHY insert Lt BJ AVERY.

344. DISCHARGE OF LCT ARROMANCIES

1. The satisfactory discharge of the above named vessel at TERENDAK on 15 Oct 66, under extremely trying weather conditions, was mainly due to the co-operation and hard work of working parties detailed from units.

2. 17 Div/Malaya Dist wishes to records its appreciation and thanks to the units concerned.

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345. PETROLEUM OILS AND LUBRICANTS, ISSUED TO, OR DRAWN FROM, THE FEDERATION FORCES

1. It has been mutually agreed with the Ministry of Defence, Kuala Lumpur, that to obviate excessive clerical effort, POL will only be drawn from, or issued to, the Federation Forces in cases of emergency.

2. Sub-units using this facility are to support the relevant entry in their POL account with a short statement of the circumstances.

(GRO 243/66).

346. INCREASE IN FORCES POSTAL CHARGES

1. Certain Forces postage rates and charges are being increased from 3 Oct 66. The new rates as they affect this Command are as follows:-

a. SINGAPORE AND WEST MALAYSIA

Surface Parcels

Not over 3 lbs	\$1.40
" 7 lbs	2.15
" 11 lbs	2.80
" 22 lbs	4.50

b. ALL OTHER AREAS

(1) Surface Parcels

Not over 3 lbs	3s 3d
" 7 lbs	5s 0d
" 11 lbs	6s 6d
" 22 lbs	10s 6d

(2) Registration Fees

Increased to 3s 0d

(3) Miscellaneous

Insurance fees, Postal Order poundage and surface packets rates have also been increased. Full details are obtainable from BPOs.

(GRO 302/66)

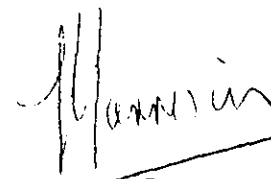
347. PRIVATELY OWNED VEHICLES

1. Owners of private vehicles are to report any accident in which they are involved, other than trivial, to:

- a. CO/OC Unit
- b. RMP
- c. Civil Police (if accident took place on non AD owned property).

2. The report is to be made as soon as possible after the accident and in any event not later than 24 hours afterwards. CO/OCs are to take action in accordance with para 3 (d)* if necessary.

*Para 3(d) HQ 28 COMEL Inf Bde letter 16613 A(MP) dated 19 Oct 66 refers.



Capt
Adjt

Distribution List A less Scr 7 - 19, 31, 32, 49, 51-53.

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NOTICES

1. EDEN HILLS

Copy of letters received from DADPR, HQ Central Comd, Keswick Bks and RSSA Imperial League of Australia - Eden Hills Sub-Branch, South Australia. are as follows:

"The Sub-Branch has informed me through the Honorary Secretary, Mr R PEAKE, 4, Manton Avenue, Eden Hills, South Australia, that they wish to contact soldiers from their locality serving overseas.

The object is to send parcels to their local soldiers on a more personal basis.

Can you give me any names of soldiers in the unit who are from Eden Hills, which is approximately six miles from Adelaide.

Perhaps you would also like to display the copy letter on a notice board so that soldiers may reply direct if they so wish?

(Signed) Capt
DADPR HQ C. Command.

Copy

Eden Hills
26.7.1966

I have been asked by my committee to write to you to see if you could furnish this Sub-Branch with names of any Eden Hills residents serving overseas in the Armed Forces.

It is our intention of contacting these men and sending them parcels etc.

We hope you can help us.

Yours faithfully,

R. Peake
Hon Sec
4 Manton Ave
EDEN HILLS, SA."

2. SPORTS

Results of mid-week sports competition 5th and 12th October 1966.

<u>Rugby</u>			<u>Aust Rules</u>			<u>Volley Ball</u>		
C Coy	D Admin Coy	11 - 3	C Coy	D Admin Coy	Forfeit	C Coy	Vs Admin Coy	To be played
Sp Coy	D A Coy	12 - Nil	Sp Coy	D A Coy	135 - 36	A Coy	D Sp Coy	2 - 0
C Coy	D B Coy	13 - Nil	B Coy	D C Coy	139 - 14	B Coy	D C Coy	2 - 0
Admin Coy	D D Coy	11 - 6	D Coy	D Admin Coy	Forfeit	D Coy	D Admin Coy	2 - 0
<u>Basketball</u>			<u>Tennis</u>			<u>Squash</u>		
C Coy	D Admin Coy	23 - 17	Admin Coy	D C Coy	5 - 1	C Coy	D Admin Coy	4 - 0
Sp Coy	D A Coy	16 - 12	A Coy	D Sp Coy	6 - 2	A Coy	D Sp Coy	4 - 0
C Coy	D B Coy	30 - 8	C Coy	Vs B Coy	To be played	C Coy	D B Coy	3 - 1
Admin Coy	D D Coy	28 - 14	D Coy	D Admin Coy	Forfeit	D Coy	D Admin Coy	4 - 0

Points: Win 4, Draw 2, Loss 1, Forfeit 0.

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3. BATTALION BOXING TEAM TO KUALA LUMPUR 28, 29, 30, 31 OCT 66

The following were nominated:

15553	Sgt	R	DOBIE
14436	Sgt	K	RYAN
16141	Pte	N	HARALD
3411214	Pte	P	PAVEY
1731147	Pte	J	LYONS
2782471	Pte	D	SEATON
1731310	Pte	A	ILLIEN
216387	Pte	J	ALCOCK
4717744	Pte	D	MAYO
4410564	Pte	G	HOARE
4410381	Pte	R	BARNES.

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Amis H enclosure 2

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AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I

BY

LIEUTENANT COLONEL D.S. THOMSON, MC

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 39

7 NOV 66

NUMBERS: 348 - 364

- =====
- 348. BATTALION ORDERLY DUTIES
 - 349. RATIONS
 - 350. BARRACK DAMAGES
 - 351. PARKING IN OR CAR PARK
 - 352. DISCIPLINE - DRESS
 - 353. PETS AND DOMESTIC ANIMALS
 - 354. WORK TICKETS
 - 355. GENERAL MESS MEETING
 - 356. INTERNAL CHECKING OFFICERS
 - 357. EXTRA REGIMENTAL APPOINTMENTS
 - 358. MILITARY AND CIVILIAN HOLIDAYS
 - 359. THE OVAL SPORTS GROUND
 - 360. PARKING AND DRIVING OF VEH ON HQ BDE PARADE GROUND
 - 361. SOLDIERS EMPLOYING AMAHS PRIVATELY
 - 362. TRANSPORT ARRANGEMENTS - MILITARY AND CIVILIANS - DEBRAVALI
 - 363. SPEED LIMITS
 - 364. RATIONS - AMENDMENT
- =====

NOTICES

- 1. COMMONWEALTH BEACH CLUB ENTERTAINMENTS
- 2. BN BASKETBALL TEAM
- 3. DEBRAVALI - HONG KONG & SHANGHAI BANK.

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348. BATTALION ORDERLY DUTIES

	<u>ORD OFFR</u>	<u>ORD SGT</u>
Wed 9 Nov 66	Ssgt L G LITTLE	Sgt W McLINERNEY
Thu 10 Nov 66	2Lt P B SHEEDY	Sgt L SCOWCROFT
Fri 11 Nov 66	2Lt D M STEWART	Sgt L WILMEN
Sat 12 Nov 66	2Lt M J MURPHY	Sgt D COOK
Sun 13 Nov 66	Lt R G CURTIS	Sgt N SMITH
Mon 14 Nov 66	Lt D M BYERS MC	Sgt A DAWSEN
Tue 15 Nov 66	2Lt C B PEPPER	Sgt D HEENAN
Wed 16 Nov 66	Lt J R BRETT	Sgt J WILD.

349. RATIONS

1. Sp Coy is warned in for rations on 3 and 4 Nov 66.

350. BARRACK DAMAGES

1. Reference 4 RLR 2-2-1 dated 14 Oct 66 and Barrack Damages/ Services unreferenced memo Oct 66 telephone mouldings are to be included in cost payments for debit for repair.
2. Since return from BORNEO twelve (12) telephones have been replaced at an average cost of \$16 (M). One replacement cost \$30(M).
3. In future personnel occupying rooms with a telephone will be debited any costs for damages thereto.
4. For shared phones costs will be shared by either or both users.
5. For establishments eg Offrs, Sgts Messes where damage can be attributed to no particular person the establishment concerned will pay the cost of the damage.
6. Costs will be automatically debited unless L & Ds tendered prove that the damage caused was not due to negligence.

351. PARKING IN OR CAR PARK

Living In personnel are requested to park in the rear rank of the ORs Car Park.

352. DISCIPLINE - DRESS

1. The wearing of elastics and tapes with No 2 Dress is becoming prevalent. It will cease forth with. Disciplinary action will be taken against offenders.
2. Shirts are to be tucked into the trousers/shorts unless specifically authorised otherwise.

353. PETS AND DOMESTIC ANIMALS

No one is to bring pets and/or domestic animals into Canberra Lines at any time.

354. WORK TICKETS

The following members are authorised to sign transport work tickets:
Cpl A J POOLE, Lcpl B.J. SEAMAN, Cpl R.E. CRONIN, Lcpl R.G. SOJAN,
Pte W.J. HOGAN, and Pte W.J. PORTER.

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355. GENERAL MESS MEETING

There will be an Officers General Meeting commencing at 1530 hrs
14 Nov 66.

356. INTERNAL CHECKING OFFICERS

1. Coy 2ICs will advise the Bn 2IC weekly that all internal checking in accordance with RO 293/66 has been completed in respect to the account for which they are listed as responsible.
2. Orderly Officers when free of other duties, and on request to the Adjt are available to assist in internal checking.

357. EXTRA REGIMENTAL APPOINTMENTS

Reference RO 290/66 and 293/66 the extra regimental appointments of Q Records Checking Officer - Capt N.J. UNDERWOOD and Tpt Records Checking Officer are cancelled in lieu of 2IC A Coy POL Tpt FAMTO account and 2IC B Coy Bn Q Account respectively.

358. MILITARY AND CIVILIAN HOLIDAYS 1966/67

Fri 23 Dec 66	.	In lieu of Coronation of the Yang Di Pertuan Agong on 11 Apr 66.
Mon 26 Dec 66	.	Christmas Day
Mon 2 Jan 67	.	New Year Day.

359. THE OVAL SPORTS GROUND

1. Complaints are continually being received regarding vehicles driving on the OVAL. This invariably occurs during some specific function such as large athletic meetings etc.
2. Vchs 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 vchs will use the extreme outside edge of the ground. Portable items must however be carried on to 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 255/66)

360. 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 256/66)

361. SOLDIERS EMPLOYING AMAHS PRIVATELY

1. The attention of all sub unit commanders is drawn to ARO 245/64; particularly paras 4, 6, 7 and Annexure '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 the 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 to para 2 above are to do so forthwith.

(BRO 258/66)

362. TRANSPORT ARRANGEMENTS - MILITARY AND CIVILIAN - DE PAVALI

1. The following tpt services will be cancelled on 11 Nov 66:-
 - a. Assisted Travel Service
 - b. All Standing Details.
2. Duty Personnel
 - a. Sub units should tpt their own personnel during the above period.
 - b. Sub units who are unable to tpt their own personnel during the holiday or require tpt for any other purpose should submit tpt requisition (AMP 756) in the normal manner to reach No 108 Tpt Control Office by 0900 hrs 8 Nov 66.
3. Co-ordination of transport - Tampin Station
Transport requirements for personnel leaving or arriving by train during this period should be fwd to No 108 Tpt Control Office by 0900 hrs 8 Nov 66 to enable the tpt office to co-ordinate tpt to and from Tampin Station and give the units providing the transport sufficient warning.
4. Hired Transport
User units of hired transport are to ensure that contractors are notified 7 days in advance that the transport is not required.

(BRO 259/66)

363. SPEED LIMITS

Vehicle speed limit on SYDNEY road within CANBERRA Lines is 20 mph.

This speed limit is effective with the issue of this order.

364. RATIONS - AMENDMENT

Ref RO 336 of 31 Oct 66.

Serial 6. Delete 25 Aug to 1 Nov 66
Insert 25 Oct to 1 Nov 66.

Distribution

List A less Ser 7 - 19, 31-32, 49, 51-53.

[Handwritten signature]
Capt
Adj

NOTICES

1. COMMONWEALTH BEACH CLUB ENTERTAINMENTS

A band has been engaged for a dance to be held in the Commonwealth Beach Club on Saturday 12th November from 2000 hrs until 2359 hrs. There will be another dance early in December but the date has not yet been decided.

A grand Christmas draw and dance will be held in the club on 23rd December 1966. Tickets for the draw are on sale now and may be obtained from the Senior NCO on duty at any time the club is open or from the bar.

2. DN BASKETBALL TEAM

To train Tue and Thu commencing Tue 8 Nov at Swimming Pool Court the following are nominated:

Pte JARRETT	-	Admin Coy
Pte TEMPLEMAN	-	Sp Coy
Pte THOMAS	-	C Coy
Pte MAYO	-	C Coy
Cpl LANG	-	C Coy
Pte WILTEN	-	D Coy
Pte KR MILLER	-	B Coy.

3. DEEPAVALI - HONG KONG & SHANGHAI BANK

The Hong Kong and Shanghai Bank will be closed for Deepavali Fri 11 Nov 66.

54-1-16

4 RAR
Terendak Garrison
MALACCA

1 Nov 66

AUSTRALIAN CONCERT PARTY - 8 NOV 66

Annex 1 enclosure 3

1. An Australian Concert Party will visit Terendak on Tue 8 Nov 66.
2. The party consists of:-
 - a. NOELEEN BATLEY - vocalist
 - b. BEVERLEY FITZGIBBON - vocalist
 - c. JOHNNY HOLMES - compere/comedian
 - d. THE CARDELLS - husband and wife team
Husband - multi-instrumentalist,
Wife - lovely dancer (non stripper)
 - e. A civilian escort/technician.

Performances

3. There will be two performances.
 - a. 1400hrs in 4 RAR lines for Australian male personnel within the Garrison.
 - b. 2000hrs in the Slim School Hall for all members of the Brigade and families.

Entrance Fee - Evening Performance

4. Entrance fee will be a silver coin. This token charge is made to help deerray the cost of hiring the hall.

Reservations

5. Seats will only be reserved on request for the Brigade Commander, Unit Commanders, Principal Staff Officers and their parties. Requirements should be notified to 4 RAR by 1200hrs 7 Nov 66.

Conducting Officer

6. Capt N J UNDERWOOD is appointed Conducting Officer. 2Lt R EARL is appointed Assistant Conducting Officer.

Supervising Officer - Evening Performance

7. 2Lt P SHEEDY is appointed Supervising Officer for the evening performance.

Programme of Events

8. The programme of events is detailed in Annex 'A'.

Transport

9. Transport requirements are listed in Annex 'B'.

Electrical Equipment

10. 4 RAR Signal Platoon is responsible for the procurement and installation of all electrical equipment. Details are listed in Annex 'C'. .../2

Duties of Supervising Officer - Evening Performance

11. The duties of the Supervising Officer - Evening Performance are listed in Annex 'D'.

Stage - Afternoon Performance

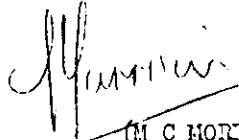
12. Lt E QUARTERMAINE is responsible for the erection of a suitable stage for the 1400hrs show. The location will be behind the tennis courts near Bn HQ.

Dressing Room - Afternoon Performance

13. The old Bn HQ Conference Room will be used as a dressing room for the afternoon performance.

Refreshments - Evening Performance

14. There will be no refreshments provided for the evening performance.


Capt
(M C MORRISON)
by direction for
Lt Col
CO 4 RAR AOD

DISTRIBUTION

A Coy	HQ 28 Bde
B Coy	2 Fd Tp RAE
C Coy	1 Fd Bty RAA
D Coy	16 COMWEL Fd Amb
Sp Coy	28 OFP
Admin Coy	32 Aust Dental Unit
CO	Aust Edn Centre
2IC	Aust Fd Cash Office
Adjt	MQI
Asst Adjt	HQ AA1 TARELF
QM	
Tpt	Comd. Divvy (2)
RAP	
Offrs' Mess	Spwv (2)
Sgts' Mess	File (1)
RP Sec	
Int Sec	
Capt UNDERWOOD	
2Lt EARL	
2Lt SHEEDY	
Lt QUARTERMAINE	
Lt CURPIS	
Capt INNES	

PROGRAMME OF EVENTS

SERIAL	TIME	EVENT	REMARKS
1	0745hrs 8 Nov 66	Met at MALACCA Airport by Capt UNDERWOOD and 2Lt EARL.	Flt MLO34 ex SINGAPORE Accommodation has been arranged at THE VALIANT HOTEL. Accommodation to be checked by 2Lt EARL -7 Nov 66.
2	0950hrs	Party picked up at hotel and brought to 4 RAR Offrs' Mess.	2Lt EARL to escort party As many officers as can be spared from Unit trg to attend.
3	1030hrs	Morning Tea in 4 RAR Officers' Mess.	2Lt EARL to escort party.
4	1100hrs- 1200hrs	Tour of battalion area to see training and to speak to soldiers.	2Lt EARL to escort party.
5	1215hrs- 1330hrs	Lunch in ORE Mess	Selected senior NCO's as escorts. RSM to nominate senior NCO's to Capt UNDERWOOD.
6	1400hrs- 1545hrs	Afternoon show for Australian personnel.	
7	1600hrs	Afternoon tea in Sergeants' Mess	RSM to arrange.
8	1700hrs	Depart Sergeants' Mess for the VALIANT Hotel.	Capt UNDERWOOD to escort party.
9	1830hrs	Party collected from the VALIANT Hotel.	2Lt EARL to escort party.
10	1900hrs	Dinner in Officers' Mess with living-in officers.	Lt CURTIS to organise.
11	1940hrs	Leave Officers' Mess for Slim School Hall.	2Lt EARL to escort party.
12	2000hrs- 2145hrs	Evening Performance	Remainder of evening free.
13	0700hrs	Party collected from Hotel and taken to airport	Capt UNDERWOOD and 2Lt EARL to escort party. Party leaves for PENANG.

TRANSPORT REQUIREMENTS - AUSTRALIAN CONCERT PARTY

SERIAL	TIME	VEHS REQUIRED	PLACE OF REPORTING	REMARKS
	<u>8 NOV 66</u>			
1	0740hrs	1 x Minibus 1 x L/R and tlr	MALACCA Airport	Tpt concert party from airport to hotel. Collect 2Lt EARL from Offrs' Mess and Capt UNDERWOOD from 5547 Jalan TAY BOON SENG prior to going to airport.
2	0950hrs	1 x Minibus 1 x L/R and tlr	VALIANT Hotel	Tpt party to Offrs' Mess, Instruments and eqpt to Conference Room Bn HQ.
3	1100hrs	1 x Minibus	Officers' Mess	Tpt party to Bn HQ.
4	1600hrs	1 x L/R & tlr	Bn HQ	Tpt instruments and eqpt to SLIM School Hall.
5	1655hrs	1 x Minibus	Sergeants' Mess	Tpt party to hotel.
6	1830hrs	1 x Minibus	VALIANT Hotel	Tpt party to Offrs' Mess. Collect 2Lt EARL from Offrs' Mess prior to going to hotel.
7	1940hrs	1 x Minibus	Officers' Mess	Tpt party to SLIM School Hall.
8	2130hrs	1 x Minibus 1 x L/R & tlr	SLIM School Hall	Tpt party and instruments to VALIANT Hotel.
9	0700hrs <u>9 NOV 66</u>	1 x Minibus 1 x L/R & tlr	VALIANT Hotel	Tpt party to airport. Collect 2Lt EARL from Offrs Mess prior to going to hotel.

DUTIES OF 4 RAR SIGNALS PLATOON - AUSTRALIAN CONCERT PARTY

1. 4 RAR Signals Platoon is responsible for the procurement and installation of all electrical equipment. A qualified mechanic will be available to assist the concert party technician during both performances.
2. Musical accompaniment for the show is specially pre-recorded and the escort/technician carries all necessary equipment for playback.
3. 4 RAR Signals Platoon is to provide a PA system with two microphones - one of which should be left - off - type on a stand and 110V AC 50 to 60 cycles electrical outlet.

Annex 'D' to 4 RAR
54-1-6 of Nov 66

DUTIES OF THE SUPERVISING OFFICER - EVENING SHOW

1. The Supervising Officer will be responsible for the cleanliness of the hall and rooms used by the show to the satisfaction of the Bursar Slim School. He will ensure that any furniture moved for the show is returned to its original position.
2. He will ensure that no drinks of any kind are taken into the hall before, during or after the show. This ruling is to be announced to the audience and enforced by the ushers.
3. He will supply suitable marking for reserved seats, prepare a seating plan for the reserved seats and brief the ushers on their duties.
4. He will accompany Capt UNDERWOOD and civilian escort/technician when they do a reconnaissance of the Slim School Hall at 1600hrs 8 Nov 66.
5. B Coy 4 RAR is to supply 1 NCO and 4 soldiers to be used initially to collect entrance fees or act as ushers and subsequently to be used as cleaning party to refurbish the hall. Dress - No 2 Dress.

Annex H enclosure 4

AUSTRALIAN MILITARY FORCES

Quote in Reply
27- 2- 3

4th Battalion
The Royal Australian Regiment
Terendak Garrison
MALACCA

Distribution See Below.

7 Nov 66

REMEMBRANCE DAY SERVICES 13 NOV 66

1. Remembrance Sunday falls on Sun 13 Nov 66. There will be no formal parades but church services will be held in the Garrison Churches.
2. Timings see Annex 'A'.
3. Seating has been arranged for 4 RAR in the churches as follows:-
 - a. Holy Trinity . 40
 - b. Corpus Christi . 40
 - c. St Johns . 30

There will be no ushers at the church. Coys are to submit by member those soldiers who intend to attend the service. If soldiers are attending with relatives or friends this is to be included. A return is required by Thu 10 Nov.

4. Dress is as follows:
 - a. Officers - No 3 General Duty and San Browne less sword.
 - b. Other Ranks - No 1 General Duty.

In addition Poppies are to be worn according to Regimental customs. Coys are to ensure poppies are available to soldiers.

5. Movement to and from churches will be at individual arrangements. For families living outside the Garrison, transport will be provided on request to Tpt Pl.
6. Parking facilities will be arranged by 28 Bde Pro Unit. Coys are warned that parking space is limited and is situated well away from the churches.
7. Proceeds from collections in all churches will be sent to Ex Serviceman's Organisations in the UK, Australia and New Zealand on a basis to be decided by HQ 28 COM/EL Inf Bde.

[Handwritten signature]

Distribution

Lieutenant Colonel
Commanding Officer

A Coy	(2)	CO	Officers Mess	
B Coy	(2)	2IC	Sergeants Mess	
C Coy	(2)	Adjt	HQ AIF FARELF	
D Coy	(2)	RSM	Comds Diary (3)	
Sp Coy	(2)	IO	Float	
Admin Coy	(2)	Tpt Offr	File	Spare (4).

REMEMBRANCE SUNDAY - 13 NOV 66

TIMINGS AND ORGANISATION OF ACT OF REMEMBRANCE

Serial	Time	Act	REMARKS
1.	0945	One way section of Alice Springs Rd closed to t/c	Less Bde Comd, Dep Gar Comd and Lt Cols in Comd.
2.	0954	All congregations to be seated.	-
3.	0959	Act of Remembrance	All congregations.
4. a.	1000	Last Post	Buglers 2/7 GR
b.		Lament	Pipers 1 SG
c.		Minute Gun	6 Lt Regt RA
d.		Two minutes Silence	
e.		Second Minute Gun	6 Lt Regt RA
f.		Reveille	Buglers 2/7 GR
g.	1003 (approx)	Service continue.	

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RESTRICTED

Amey's enclosure 5

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

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 40

14 NOV 66

NUMBERS 365-374

- =====
- 365. BATTALION ORDERLY DUTIES
 - 366. RATIONS
 - 367. RELIEF OF OFFICERS FARELF
 - 368. WELFARE
 - 369. SUPPLY OF PALUDRINE - FAMILIES
 - 370. DISCIPLINE - COMMONWEALTH CLUB
 - 371. APPOINTMENT - AMENDMENT
 - 372. DISCIPLINE - USE OF WRITTEN STATEMENTS AT SUMMARY HEARINGS
 - 373. RETURN TO AUSTRALIA BY SEA
 - 374. SAFE DRIVING AWARDS.
- =====

RESTRICTED

365. BATTALION ORDERLY DUTIES

	<u>ORD OFFR</u>	<u>ORD SGT</u>
17 Nov 66 (Thu)	2Lt M.J. MURPHY	Sgt S PEREJMIJIDA
18 Nov 66 (Fri)	2Lt T.R. ELLIS	Sgt K RYAN
19 Nov 66 (Sat)	Lt J.N. BRANDON	Sgt A GREAVES
20 Nov 66 (Sun)	2Lt G. REIDY	Sgt R WOODBURY
21 Nov 66 (Mon)	Lt R.G. CURTIS	Sgt R ROLFE
22 Nov 66 (Tue)	Lt R.J. WICKHAM	Sgt EA JONES
23 Nov 66 (Fri)	Lt D.R. BYERS MC	Sgt TP MUIR
24 Nov 66 (Sat)	Lt J.R. BRETT	Sgt GR STEVENS.

366. RATIONS

1. D Coy is warned in for rations from 17 to 23 Nov incl.
2. D Coy is warned in for rations on Fri 25 Nov.
3. Sp Coy is warned in for rations from 14 to 21 Nov incl.

367. RELIEF OF OFFICERS FARELF

General

1. The normal tour of duty for officers in FARELF is two years, calculated from the original date of assumption of duty. Unless advice is received to the contrary, all officers may expect to be relieved in their 24th/25th month of FARELF.

Replacement

2. Due to the current shortage of officers in the ARA, delay is often experienced in notification being given as to the name and movement details of nominated replacements. Normally the arrival date of a replacement will determine the actual date the outgoing officer is available for movement, taking into consideration the period of handover required and availability of berths on aircraft/shipping for the southbound journey. Therefore, the RTA date of an officer is often unconfirmed until his replacement has arrived.

Unit Action

3. Immediately advice is received of an officer's new posting, Part I of the attached Annex A will be completed by HQ AAF FARELF and despatched to the unit which is to ensure as much of the form as possible is completed and returned to HQ AAF FARELF. Action will then be completed and signal advice given to the unit as to the actual date an officer is booked to RTA.
4. Attention is drawn to the notes in Annex 'A' attached. Any action contemplated in these matters must be submitted for consideration as early as possible. (AAF RO 104/66).

368. WELFARE

1. The RSL in W Cond has offered to act as agents for Western Australian soldiers who wish to send gifts to relatives and friends for Christmas, birthdays and anniversaries etc.
2. The RSL undertake to purchase any item at a discount, pack and deliver to any address in WA, at no charge other than the cost of the item plus postage or delivery charges.
3. Members who wish to avail themselves of this offer, may write direct to the

Secretary RSL,
Anzac House,
30A St Georges' Terrace,
Perth.

Letters should specify the type of gift required, the name and address to which it is to be forwarded, and the amount which may be spent.

4. Payment for such gifts is to be by money order. Members should forward sufficient money to allow the RSL latitude in selecting specific items. Any excess money would then be forwarded with the gift to the recipient.

369. SUPPLY OF PALUDRINE - FAMILIES

(AAF RO 106/66)

1. Paludrine is normally supplied to heads of families under unit arrangements. Stocks are obtainable from the Military Hospital Terendak on demand by Commanding Officers. Simple letter form will suffice.

2. In the event of a head of family being detached or on duty away from Malacca, dependants may obtain supplies from the nearest Families Medical Centre.

3. Families Medical Centre will arrange to indent for and hold stocks accordingly.

(TRC 262/55)

370. DISCIPLINE - COMMON HEALTH CLUB

1. The following extracts from Garrison Standing Orders are republished for information and strict compliance:-

a. DRESS

Dress to be worn by male military personnel within the Club is as follows:-

(1) By Day

Either

(a) Slacks, socks and shoes or sandals, or 'flip-flops' without socks, shirt with collar attached or 'T' shirt

or

(b) Shorts, stockings and shoes or sandals, or 'flip-flops' without stockings, shirt with collar attached or 'T' shirt.

(2) By Night (ie After 1900 hrs)

Slacks, socks and shoes, shirt with attached collar, sleeves need not be rolled down and a tie need not be worn, but ends of the shirt must be tucked into the waist of the trousers.

(3) Items of uniform must not be worn with civilian clothing, nor may 'flip-flops' or 'T' shirts be worn after 1900 hrs.

(4) The wearing of swimming apparel is not permitted in the club after 1830 hrs.

b. OPENING HOURS

(1) Daily except Saturdays - 1000 hrs to 2230 hrs
Open for meals and soft drinks.

(2) Saturdays - 1000 hrs to 2400 hrs.

(3) Bar times

- (a) Mon - Fri (incl) . 1200 - 1400 hrs
1800 - 2230 hrs
- (b) Sat - 1200 - 1400 hrs
1900 - 2330 hrs
- (c) Sun/Public Holidays 1200 - 1600 hrs
1900 - 2230 hrs.

(4) Closing

All members and guests must vacate the Club and be clear of it and the immediate area:

- (a) By 2300 hrs - Daily except SATURDAY NIGHT
- (b) By 2400 hrs - SATURDAY/SUNDAY NIGHT

(5) An extension may be authorised in suitable circumstances.

c. CHILDREN

- (1) No child under 11 years of age is allowed on the Club premises or in the pool or immediate area unless accompanied by a parent or other responsible adult.
- (2) No children under the age of 17 years will be allowed in the Club after 1900 hrs.

d. ANIMALS

No animals are allowed in the Club or in the outside area where meals are served. All animals found in the Beach Club will be taken away and destroyed.

e. SWIMMING POOL

- (1) The Swimming Pool will be open from 1000 hrs to 1900 hrs daily, except Monday from 0900 - 1100 hrs when the pool is closed for cleaning and maintenance.
- (2) Rules for the Swimming Pool, which are prominently displayed, must be complied with.
- (3) Parents are to exercise strong control of their children as there are no life savers at the Pool.
- (4) The Club Committee accepts no responsibility for any incident resulting from lack of parental control, over children using the Pool.

f. ADMITTANCE

Members of the public and paid employees with the Garrison are NOT permitted access to the Club or its facilities unless invited and escorted by a member of the Club.

g. ALCOHOLIC LIQUOR

- (1) All alcoholic liquor must be consumed within thirty minutes of bar closing times and all liquor not consumed in this time will be confiscated.

- (2) Bottles of Spirits will not be brought into the Club.
- (3) Bulk buying of beer and liquor is not allowed.
- (4) No child will be served with beer or spirits in any circumstances.
- (5) Members are not to take alcoholic liquor onto the beach or away from the Club premises.

h. DISCIPLINE

- (1) The Duty NCO will order anyone out of the Club who is either misbehaving or not complying with the Club rules.
- (2) The Duty NCO is required to submit a report of any incidents to the Secretary by 0900 hrs on the next working day after his tour of duty.

j. DUTY FREE BEER

- (1) Duty Free Beer will be served to members of the Armed Services or their families ONLY.
- (2) Other personnel using the Club will be required to purchase tax coupons.

371. APPOINTMENT - AMENDMENT

Ref RO Part I 289 of 5 Oct 66.

Delete Capt P.J. Desmond and Insert 2Lt M.J. MURPHY (Bukit Bahru Families Club).

372. DISCIPLINE - USE OF WRITTEN STATEMENTS AT SUMMARY HEARINGS

1. Attention is drawn to the note to para 31 g on page 28 of "The Administration of Discipline on War Service in Malaysia", where mention is made of the practice of reading statements during a summary hearing instead of calling witnesses.
2. In such cases, the accused must be asked whether he wishes to cross-examine and if he so wishes, the witness must be called.
3. Where vital witnesses are not available, such a request by the accused may mean that it is difficult to prove a charge without considerable expense in assembling witnesses for the hearing. He must, however, be given the opportunity to cross examine, if he requests it.
4. In serious charges, the location of witnesses between the date of the offence and the hearing should be carefully watched and any possible difficulties in having witnesses available should be reported to the headquarters.
5. It is undesirable that the statements of witnesses forming part of an investigating officer's report be used as evidence as these statements frequently contain inadmissible evidence, eg. hearsay.
6. If it appears to be unavoidable, the statements of witnesses attached to an investigating officer's report may be used but the recommendations and conclusions of the investigating officer should not be used as they are not evidence.
7. Attention is also drawn to para 23 b. (5) on page 21 of "The Administration of Discipline on War Service in Malaysia" which refers to the use

of the words "documentary evidence" in the column of Charge and Defence Reports (AAF A4's), headed "Names of Witnesses". The names of the persons whose written statements are used should be inserted. The word "documentary" is only used in the column for the names of witnesses where part of the evidence is a particular document such as a written order.

(AAF RO 103/66)

373. RETURN TO AUSTRALIA BY SEA

1. The majority of Australian personnel serving in 20 COMMEL Inf Bde are tentatively scheduled to be relieved during the period Sep - Oct 67. Charter Aircraft will be used for this relief.
2. It is essential that the maximum use be made of these aircraft, and, in particular, that the number of seats not filled be kept to a minimum. During this relief, all members and families returning to Australia will be required to move by air. Application for approval to move by sea will be considered only if supported by medical certificates.
3. The period Sep - Oct 67 is tentative and the relief may be brought forward or postponed. If changes do occur, any approvals already granted for movement by sea during the actual periods of the relief will be cancelled.

(AAF RO 108/66)

374. SAFE DRIVING AWARDS

Reference: Standing Orders for Vehicle Operation and Servicing Section 13.

1. The above reference provides for awards to be made to drivers, who complete the prescribed 5,000, 10,000, 20,000, 50,000 and 100,000 miles of accident free driving.
2. There has been little activity in the recommending of drivers for awards in FARELF in the past, and the attention of sub-units is directed to the above reference, with a view to giving safe drivers their due recognition.

(AAF RO 109/66)

Distribution:

List A less Ser 7 - 21, 27, 33, 42 - 44, 49, 52.

[Handwritten signature]
 Capt
 Adj

RTA PROFORMA - OFFICERS

PART I

1. PERSONAL PARTICULARS

No:..... Rank:..... Name:..... Unit:.....

2. TO BE COMPLETED BY A BRANCH HQ. OFFICER

- a. Posting Order No:.....
- b. New Unit:.....
- c. New Appointment:.....
- d. Date required new posting:.....
- e. Nominated replacement:.....
- f. ETA of replacement:.....
- g. REMARKS (Note 1).....
.....
.....

PART 2

3. TO BE COMPLETED BY UNIT

- a. Family details:

<u>Wife</u>		
<u>Children</u>	<u>Sex</u>	<u>Date of birth</u>

- b. Period of handover required (Note 2).....
- c. Date available for movement:.....
- d. Leave credits as at RTA date (Note 3).....
- e. Leave requested on RTA before assumption new duties:.....
- f. Leave destination on RTA:.....
- g. Method of movement desired (Note 3A).....
- h. Is excess baggage required? (Note 4) If so, how much?
.....
- j. Remarks (Note 5)
.....
.....
- k. Confidential Report progress? (Note 6).....

Date:.....

.....
Signature of Unit Commander

AUSTRALIAN MILITARY FORCES

Amey Handwritten
 4th Battalion
 The Royal Australian Regiment
 Terendak Garrison
 MALACCA

Quote in Reply
 156-1-2

Distribution See Below.

14 Nov 66

4 RAR LEAVE INSTRUCTION
CHRISTMAS 1966

Ref MBI 128-1

General

1. The 4 RAR Christmas Leave period will be from 2400 hrs 11 Dec 66 to 2400 hrs 2 Jan 67 (15 ARL, 3 Sun, 3 Public Holidays).
2. If required, soldiers can be given leave in anticipation of future credits.
3. Coy Comds are authorised to approve leave applications.
4. A rear party on the scale of fifteen per cent of posted strength is to remain on duty in all coys except Admin Coy over the leave period. See paras 11 - 13 below.

Application for leave of absence

5. The allocation of AAF A88 numbers to companies is:

a. A Coy	.	M3000 to M3200
b. B Coy	.	M3201 to M3400
c. C Coy	.	M3401 to M3600
d. D Coy	.	M3601 to M3800
e. Sp Coy	.	M3801 to M4000
f. Admin Coy	.	M4001 to M4200.

Procedure

6. Leave passes (AAF A96) will be issued by coys.
7. Companies are to submit to Bn HQ 3 copies of Nominal Roll of Draft by Mon 5 Dec of soldiers travelling by normal means, ie rail, to leave destinations. A separate roll for each draft is required, nominating a DCO in each case for the various leave destinations, eg. Singapore, Kuala Lumpur, Ipoh and Penang.
8. Companies will be issued Rail Warrants (FARELF Form 89) on signature from Bn HQ Orderly Room. "Open date" return warrants for each soldier are to be issued.
9. Those soldiers wishing to travel by Air, Bus, Taxi or own means are required to submit 2 copies of AAF 19 to Bn HQ through coy orderly rooms NOT later than 1 Dec 66.

Leave Transport

10. For drafts leaving from TAMPIN on normal travel, transport will be provided by the tpt pl. Timings for the move of drafts will be advised separately. Coys are to keep the tpt offr informed of their requirements for transport for the move of drafts.

11. Each Rifle Coy and Sp Coy is required to have the following rank structure vide para 4 above:

1 Officer or CSM
 1 Senior NCO
 3 Cpls or Lcpls
 Ptes on the scale to make up fifteen percent of posted strength.

12. Admin Coy is to provide the following duties for day to day administration.

- a. Coy HQ
 1 Officer }
 1 Senior NCO } from Coy strength.
- b. Med Pl
 1 Med Asst
 1 Hygiene Dutyman.
- c. Tpt Pl
 1 NCO
 6 Drivers.
- d. Band
 On an as advised basis.
- e. Cooks
 1 Sgt Cook
 6 Pte Cooks
 1 Butcher
 1 Cpl Ration Clerk.
- f. QM Pl
 1 Sgt
 6 Ptes.

13. Bn HQ will provide the following duties:

- a. Orderly Room 2 Clerks
 b. Int Sect 1 Int Dutyman
 c. RP Sect 1 RP.

14. OC Rear Details - 2Lt DM CHAMBERS is appointed as OC, Rear Details for the leave period - 2Lt DM CHAMBERS will also be the Sp Coy Officer mentioned in para 11.

Duties

15. The Orderly Officer and Orderly Sgt will be responsible to OC Rear Details for the allocation of duties in CAMBERG LINES.

16. All rear party personnel will report to Bn HQ daily at 0800 hrs to the Orderly Officer for the allocation of duties.

17. Duties to be mounted are battalion duties.

18. A duty roster of Orderly Officer and Orderly Sgt is shown at Annex 'A'. Coys are to notify the Asst Adjt NCT later than 5 Dec of those officers and NCOs mounting duties vide Annex 'A'.

Parade States and Rationing

19. Coy orderly rooms are to operate throughout the period to the extent that daily parade states are submitted to Bn HQ.

20. Soldiers returning from leave early for any reason will report to the Bn Orderly Sgt and leave passes will be withdrawn. In such cases the entitlement to living out allowance will be stopped and roll books so marked, that the soldier is shown as on leave; but warned in for rations.

Transport

19. Transport will be operated on a reduced scale. The use of vehicles will be at a minimum. All bids for vehicles with the exception of duty vehicles will be made to the OC Rear Details.

Pay

20. Soldiers going on leave will be paid under coy arrangements on Thu 8 Dec. Coys are to ensure that soldiers NOT going on leave have their paybooks made up for normal pay on Thu 15 Dec before proceeding on leave.

21. OC Rear Details will appoint an officer for pay on Thu 15 Dec, and again on Thu 29 Dec.

Daily Routine Rear Parties

22. Other than the provision of daily battalion duties, soldiers nominated for rear parties will be at the disposal of companies.

23. Daily dismissal parades for Rear Parties from Mon to Fri will be at 1600 hrs unless otherwise ordered by OC Rear Details.

Civil Labour

24. OC Rear Details will represent OC Admin Coy on all aspects of civil labour. OC Admin Coy is to be brief OC Rear Details prior to the leave period commencing.

Security

25. Weapons will be stored separately under QM arrangements. It is hoped that Coy Arms Kotes will NOT be manned during this period other than the Admin Coy Arms Kote for provision of weapons for the battalion quarter guard.

26. Coys are responsible for security of all unattended buildings in their lines.

Medical

27. Coys are to ensure that paludrine is issued to all soldiers proceeding on leave. For those soldiers NOT proceeding on leave paludrine will be issued on the daily muster parade at 0800 hrs.

28. There will only be one medical orderly on duty during the leave period. Urgent medical attention if required is to be the responsibility of the RMO. The RMO is to inform OC Rear Details of the procedure to be followed in cases of emergency treatment prior to Thu 8 Dec.

Recall from Leave

29. OC Rear Details can exercise the right to recall personnel from leave if required for duty purposes.

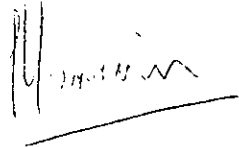
Co-ordinating Conference and Parade

30. A co-ordinating conference will be held in the Adj't's office at 1100 hrs on Thu 8 Dec. The following are to attend:-

- a. OC Rear Details
- b. RSM
- c. All Coy CSMs.

31. The following information is required by CSM's at the conference.
- a. Soldiers nominated for Rear Parties.
 - b. Dates of return of soldiers from leave.
 - c. Addresses of all soldiers whilst they are on leave.
 - d. Forecast of coy activities for the leave period for soldiers remaining in CANBERRA LINES.

32. Coy CSMs will parade soldiers NOT proceeding on leave on the Battalion parade ground at 13.45 hrs Fri 9 Dec. The RSM will take over the parade and explain the requirement for the leave period. The Orderly Sgt will attend this parade.



Capt
Adjt

Distribution

A Coy	(5)	RMO
B Coy	(5)	Asst Adjt
C Coy	(5)	RSM
D Coy	(5)	Orderly Officer (2)
Sp Coy	(7)	Movement Clerk
Admin Coy	(6)	Commanders Diary (3)
CO		Float
2IC		File
Adjt		Spare (3)
IO		211 CHAMBERLAIN

BATTALION ORDERLY OFFICER AND ORDERLY SERGEANT ROSTER

DATE	ORDERLY OFFICER	ORDERLY SGT
12 Dec	A Coy	D Coy
13 Dec	B Coy	Sp Coy
14 Dec	C Coy	Admin Coy
15 Dec	D Coy	A Coy
16 Dec	Sp Coy	B Coy
17 Dec	Admin Coy	C Coy
18 Dec	A Coy	D Coy
19 Dec	B Coy	Sp Coy
20 Dec	C Coy	Admin Coy
21 Dec	D Coy	A Coy
22 Dec	Sp Coy	B Coy
23 Dec	Admin Coy	C Coy
24 Dec	A Coy	D Coy
25 Dec	B Coy	Sp Coy
26 Dec	C Coy	Admin Coy
27 Dec	D Coy	A Coy
28 Dec	Sp Coy	B Coy
29 Dec	Admin Coy	C Coy
30 Dec	A Coy	D Coy
31 Dec	B Coy	Admin Coy
1 Jan 67	C Coy	A Coy.
2 Jan	D Coy	B Coy.

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Annex H enclosure 5 7

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

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 41

21 NOV 66

NUMBERS 375 - 382

-
- 375. BATTALION ORDERLY DUTIES
 - 376. RATIONS
 - 377. COMMONWEALTH BEACH CLUB - SPONSOR UNIT
 - 378. HYGIENE
 - 379. SAILING AND POWER CLUB
 - 380. GREN No 80 W PP
 - 381. COURSES 1967 - INDONESIAN COLLOQUIAL COURSE - FAR EAST TRG AMDT
 - 382. MOVEMENT ORDER - AAF A19.
-

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2.

375. BATTALION ORDERLY DUTIES

	<u>ORD OFFR</u>	<u>ORD SGT</u>
24 Nov 66	{Thu} ... 2Lt MJ MURPHY	Sgt GR STEVENS
25 Nov 66	{Fri} ... 2Lt DJ LYONS	Sgt GL CONSTABLE
26 Nov 66	{Sat} ... Lt BJ AVERY	Sgt RS HANNAH
27 Nov 66	{Sun} ... 2Lt PB SHEEDY	Sgt BJ MORRIS
28 Nov 66	{Mon} ... 2Lt CB PEPPER	Sgt R COOKE
29 Nov 66	{Tue} ... Lt JN BRANDON	Sgt WV JORDAN
30 Nov 66	{Wed} ... 2Lt RJ EARL	Sgt HH BUSH.

376. RATIONS

1. All Officers are warned in for rations on 10 Dec 66.
2. All WOs/Sgts are warned in for rations on 2 Dec 66.
3. All Officers and Sgts are warned in for rations on 5 and 7 Dec 66.
4. All living-out members of B Coy are warned in for rations 17 - 23 Nov 66.

377. COMMONWEALTH BEACH CLUB - SPONSOR UNIT

1. With effect from 1 Dec 66 the sponsorship and administration of the COMMONWEALTH Beach Club, Terendak, passes from 1 SG to 4 RAR.

(BRO 264/66).

378. HYGIENE

1. Personnel are reminded that rodent and insect control in married quarters and hirings, as well as in unit lines, is a function of Hygiene Staff Sergeant 4 RAR.
2. Those personnel having difficulty in eradicating certain pests may appeal to Ssgt LITTLE for advice or assistance.
3. In the case of mosquitos or white ants, enquiries should be made direct to Malarial Control Unit or MQI respectively.

379. SAILING AND POWER CLUB

1. There will be a general meeting of 4 RAR Sailing and Power Club at 1300 hrs on 28 Nov 66. Meeting is to be held in the CW Lecture Room. Maximum attendance is requested.

380. GREN No 80 W PF

1. Gren No 80 W PF fitted with striker mechanisms manufactured by BRAUN and Co may have insufficient hook over of striker lever and may function prematurely in multi barrel smoke discharger. Use in APV/APO is banned for training pending inspection. Mechanisms can be identified by letters B and C followed by date of manufacture on top of face of fly off lever. Inspection details will follow.

381. COURSES 1967 - INDONESIAN COLLOQUIAL COURSE - FAR EAST TRG - AMENDMENT

Reference RO Part I No 333 dated 24 Oct 66.

The dates of the above course have been received - the new dates are 5 Jun - 14 Jul 67.

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.3.

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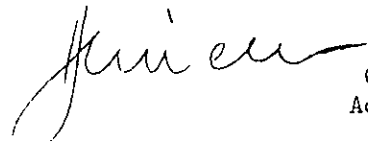
3.

382. MOVEMENT ORDER - AAF A19

In future AAFsA19 which are submitted after a journey will not be approved for members using their own transport unless reasons for late submission are forwarded.

Distribution

List A

 Capt
Adjt.

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AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I

BY

LIEUTENANT COLONEL C.H.A. EAST, MBE

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 42

28 NOV 66

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2.

383. BATTALION ORDERLY DUTIES

	<u>ORD OFTR</u>	<u>ORD SGT</u>	<u>COMWEL BEACH CLUB SNR NCO</u>
Wed 30 Nov 66 ..	2Lt R.J. EARL	Sgt H BUSH	
Thu 1 Dec 66 ..	2Lt C.B. PEPPER	Sgt D JONES	Sgt L. WILMEN
Fri 2 Dec 66 ..	2Lt D.M. STEWART	Cpl W FIELD	Cpl G. McLEAN
Sat 3 Dec 66 ..	2Lt W. SHEPPARD	Sgt G HUIISH	Sgt L. SCOVROFT
Sun 4 Dec 66 ..	2Lt D.J. LYONS	Sgt N SMITH	Sgt G. STEVENS
Mon 5 Dec 66 ..	2Lt T.R. ELLIS	Sgt B BURNETT	Sgt G. HUIISH
Tue 6 Dec 66 ..	2Lt C.B. PEPPER	Sgt A DAWSON	Sgt D. HEENAN
Wed 7 Dec 66 ..	Lt J.R. BRETT	Sgt J WILD	Sgt W. O'BRIEN
Thu 8 Dec 66 ..	2Lt P.D. SHEEDY	Sgt P WEBBER	Sgt A. GREAVES.
Fri 9 Dec 66 ..	2Lt T.G. REIDY		
Sat 10 Dec 66 ..	Lt E. QUARTERMAINE		
Sun 11 Dec 66 ..	2Lt D.M. CHAMBERS.		

384. RATIONS

1. A Coy is warned in for rations on 5 Dec 66.
2. A Coy 2 Pl is warned in for rations on 2 Dec 66.

385. OFFENCES

1. 42114 Cpl DJ LECKIE Gp 3 Mod Asst

- a. Absenting himself without leave.
- b. Conduct to the prejudice.
- c. Act to the prejudice.

Award: Reduced to the Ranks.

By Lt Col CHA EAST, MBE.

2. 43561 Pte GE KEEN Gp 3 Mil Skill

- a. Neglecting to obey Bn Routine Order.
- b. Disobeying a lawful cmd.
- c. Conduct to the prejudice.

Fine: \$A6 and 14 days CB.

By Lt Col CHA EAST, MBE.

3. 43240 Pte MF WOOSNAM Gp 3 Mil Skill

- a. Neglecting to obey Bn Routine Order.

Award: 10 days CB.

By Lt Col CHA EAST, MBE.

4. 64416 Pte WP FRISWELL Gp 3 Mil Skill

- a. WWS disobeying a lawful cmd.
- b. WWS AWOL.

Award: 168 hrs detention.

By Maj KJ McGHEE Admin Comd.

386. OFFICERS MESS MEETING

There will be an Officers Mess General Meeting commencing at 1500 hrs 9 Dec 66.

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388. TWENTY BAW (KEY TO KUCHING) TIES

Ties are still available from DPRI. Members with dollars nine cents fifty may now obtain a tie by direct negotiation with DPRI Sgt.

389. MARCH OUT AND OVERNIGHT STAY IN SOLDIER QUARTERS/HIRINGS

1. In all instances where families are "checked out" of quarters or hirings, by the Attendant Barrack and MPBW Services, and are permitted to remain in occupation pending departure, the unit concerned will nominate a responsible NCO to be present both at the "check out" and on the departure of the family to ensure that the quarter is left in a clean and tidy condition.

2. Where the quarter is left untidy the unit concerned will be held responsible, and a debit voucher will be raised against the outgoing occupant equivalent to the cost of the labour and cleaning materials used to bring the quarter back to a satisfactory standard.

(DRO 266/66)

390. TERENDAK LADIES MESS

1. To ensure uniformity with the Nursing Officers Mess the following orders concerning the Terendak Ladies Mess will be inserted in Garrison Standing Orders:-

The Terendak Ladies Mess and its environs is OUT OF BOUNDS to all male personnel at all times with the exceptions listed below:-

- a. Employees of the Mess.
- b. Visitors, who are allowed in the public rooms only, between sunrise and 2300 hrs. This latter time may be extended for particular functions with the concurrence of the Garrison Commander.

2. Garrison Standing Orders will be amended in due course.

391. WATER CONSUMPTION - TERENDAK GARRISON

(DRO 265/66)

1. An agreement exists with the Supply Authority for the supply of approx 1,000,000 gallons of water daily to Terendak Garrison.

2. This amount is being increasingly exceeded. All personnel should avoid unnecessary wastage of water; apart from the cost involved, the water authority may restrict the supply, thereby causing inconvenience to all concerned.

3. Sub-units are to advise all personnel accordingly.

(DRO 270/66)

392. DENTAL RECORDS - AUSTRALIAN TROOPS

1. All Sub-units responsible for the maintenance of AABs 83 are to ensure that all Dental Cards past and current are placed in the individual's AAB 83.

2. Personnel are to be advised that they must be in possession of their Dental Cards when attending for treatment.

(DRO 271/66)

393. DISCIPLINE - ALCOHOLIC LIQUOR

Alcoholic liquor is not to be consumed on any oval proper in Terendak Garrison whether watching a sporting fixture or not.

394. DISCIPLINE - DRESS

Army issue raincoats are not to be worn with civilian clothes.

395. CHRISTMAS GIFT SHOPPING IN AUSTRALIA 1966

1. ASCO have instituted a procedure under which servicemen overseas may arrange to purchase gifts in Australia and have them delivered to friends and relatives at home. The scheme was originally designed for servicemen in Vietnam but has now been extended to FARMLF.

2. The scheme envisages the appointment of a unit representative who will distribute catalogues and accept orders. Orders should be placed in sufficient time to allow them to reach ASCO Melbourne by 1 Dec 66 (if delivery by Christmas is required) after being processed as detailed in the next paragraph.

3. The Unit representative is to:

- a. Receive orders and cash.
- b. Allocate each order a distinguishing number.
- c. Transfer cash to ASCO Melbourne, through Aust Field Cash Office, where applicable, (or bank draft) cross referencing the details of orders on the transfer document.
- d. Send orders to ASCO, Melbourne with a covering letter giving details of the cash transfer.
- e. Record all transactions in detail, and retain copies or receipts issued for cash.

4. The 4 RAR representative is Capt A.R. GILHAM.

(AAF RO 111/66).

396. BATTALION ORDERLY DUTIES - AMENDMENT

Ref RO 375/66 dated 21 Nov 66.

ORDERLY OFFICER

29 Nov 66 (Tue) Delete Lt JN BILNDON
and Insert 2Lt AJ DEER.

Distribution:
List A.

[Handwritten signature]
Capt
for idjt

NOTICES

1. MESSAGES

a. Reproduced below is a letter from the Lord Mayor of Adelaide to the Commanding Officer 4 RAR.

" Dear Colonel East,

I had the pleasure on Saturday evening last of receiving from Brigadier S.J. Blechnore, Commander Central Command, on behalf of the Members of the Adelaide City Council and the citizens of Adelaide, a plaque from your Regiment.

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7.

This action is very much appreciated by us all as we had the opportunity of meeting your predecessor, Colonel Thomson, and many of your Officers when your Unit marched through Adelaide in February 1965, 12 months after its formation.

I would like to convey to you all festive wishes for Christmas and the New Year.

Yours sincerely,

(Signed) Walter L BRIDGLAND."

- b. "From WJ MORROW Regimental Colonel on the occasion of the Eighteenth Anniversary of the Formation of the Royal Aust Regiment on 23 Nov the Honorary Colonel Lieutenant General Sir Reginald Pollard has asked that his best wishes for the future be conveyed to all ranks of the Regiment."

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AUSTRALIAN MILITARY FORCES

Quote in Reply
30-2-64

4th Battalion
The Royal Australian Regiment
Terendak Garrison
MALACCA

Distribution See Below

23 Nov 66

VISIT TO TERENDAK GARRISON BY
MAJ GEN M.F. BROGAN CBE QMG AHQ (AMF)

1. Maj Gen BROGAN is to visit 28 COMWEL Inf Bde on 29-30 Nov 66. In the absence of HQ 28 COMWEL Inf Bde on Ex "WINGED HAGGIS", the visit will be sponsored by 4 RAR.

2. During his stay in Terendak Maj Gen BROGAN is to:

- a. Visit Australian units, 4 RAR and A Fd Bty RAA.
- b. Attend "Ex WINGED HAGGIS" at Batu Pahat.

3. It is requested HQ 28 Bde provide a SCOUT helicopter to take Maj Gen BROGAN to and from Ex "WINGED HAGGIS" vide Annex 'A'. Lt Col C.H.A. EAST MBE, CO 4 RAR will accompany Maj Gen BROGAN to the exercise area.

4. Lt B.J. AVERY is nominated as the Escorting Officer during the visit. Lt AVERY is to report to the Adjt at 0900 hrs 24 Nov 66 for briefing.

... 5. The programme is attached at Annex 'A'.

[Handwritten signature]

Lieutenant Colonel
Commanding Officer

Distribution:

- A Coy CO
- B Coy 2IC
- C Coy Adjt
- D Coy RSM
- Sp Coy Lt Avery (2)
- Admin Coy Tpt Offr
- Offrs Mess HQ 28 COMWEL Inf Bde (3)
- HQ AAF PARELE (2) Spare (2)
- Comds Diary (3) File.

(a)	(b)	(c)	(d)
9.	1725 Hrs	Meet Officers of 4 RAR at Officers Mess	<ol style="list-style-type: none"> 1. Met by PMC Maj K.J. McGHEE 2. All Officers to assemble in the Mess by 1715 hrs
10.	1755 Hrs	Depart for CO 4 RAR Residence, 4 Hull Ave	
11.	1930 Hrs	Dinner with Lt Col and Mrs CHA EAST at CO 4 RAR Residence	<ol style="list-style-type: none"> 1. Black Tie.
<u>30 NOV 66</u>			
12.	0900 Hrs	Depart CO 4 RAR Residence	<ol style="list-style-type: none"> 1. Accompanied by Lt Col and Mrs EAST. 2. Separate Baggage vehicle required.
13.	1005 Hrs	Depart Malacca Airport for Singapore.	

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COMB
DIARY

4 RAR
Terendak Garrison
MALACCA

Nov 66

File No: 122-2-2

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List C

Copy to:
22 Int Pl

ARMOURIES AND MAGAZINES

Reference: HQ 17 GURKHA DIV/MALAYA DISTRICT Security Standing Orders
dated 14 Jun 63

1. With the conclusion of confrontation and the current operational situation the situation in accordance with paras 40 (b), 41 and 44 (b) of the above reference can now be reassessed in relation to Arms Kotes.
2. With effect from receipt of this order:
 - a. A soldier/storeman will always sleep in each sub-unit Arms Kote - this will be the sub-unit's responsibility.
 - b. By day a duty arms kote storeman will always be present within the Kote unless it is locked and secured.
 - c. After dark, when all Arms Kotes will be included in beat of the roving sentry from No 4 Post of the Battalion Quarter Guard, the Arms Kote may, provided it has been locked by the storeman referred to in para (a), be left temporarily unmanned. (This is provided the storeman eventually returns to sleep within the Arms Kote).
 - d. The company Orderly Corporal at the conclusion of training will check the Arms Kote with the Arms Kote day storeman, the night relief and the company Quarter Master Sergeant to ensure all weapons are accounted for.
 - e. The orderly corporal will note in his Log Book the time that this security check has been carried out and the result; he will report the result of such check to the Orderly Sergeant.
 - f. Discrepancies will be immediately reported to the Orderly Officer and the Adjutant. Whilst awaiting direction as to subsequent action an investigation of such discrepancies will be commenced by the Company Commander concerned.

[Signature]
Maj
K J MCGHEE