

PART I

COVERING LETTER

Reference No. 117/3/1

Cross out addresses which do not apply.

To: ~~Minister of Defence (AFHQ)~~ Mil Hist Sect
~~Minister of Defence (AFHQ)~~ AHQ
CANBERRA
OIC Records.

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

2. Please return receipt below.

*Receipt part.
23-11-66
R7*

(Signature) *M. Mannin* Capt
Appointment Lt Jt
(OC Unit or Senior Staff Officer)

PART II

Army Form 2119

SECRET

ORIGINAL }
DUPLICATE } Strike out where not applicable

COMMANDERS DIARY

OF

Unit or Formation... 4th Battalion The Royal Australian Regiment

From... 1 OCT 66... To... 31 OCT 66...

INDEX

Narrative (AF C2118)

Enclosure Numbers

ANNEXES

- *A Duty Officer's Log to
- *B Messages connected with Log to
- C Operation orders and instructions issued to
- D Operation orders and instructions received to
- *E Sitreps issued to
- F Orders of battle and location reports issued to
- G Intelligence reports and summaries issued; Appreciations made to
- H Administrative orders and instructions issued 1 to 10
- J Administrative orders and instructions received to
- K Administrative reports and bulletins; ammunition returns; field strength returns to
- *L Standing orders issued to
- M Commander's policy and demiofficial letters to
- N Action reports (if required) to
- O Other papers, e.g., Maps and diagrams, air photos, reports from sub units to
- P Periodical summaries of operations to
- Z Top Secret Supplementary Diary to

†NIL
†RETAINED
†Despatched to

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

on.....

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" and will be prepared and disposed of as such.
10. The duplicate supplementary diaries will be prepared when the original has been acknowledged.

CONTENTS

Contents should include (giving place names as well as map references), establishment, orders given, casualties, and orders given. It should also include a summary of the day's fighting, including company movements, and a summary of the commander with regard to equipment, tactics, organisation, and morale.

NOTES

1. Definition of Operational Period.—The term "operational period" shall mean:
 - (a) the period between a declaration of war and the end of hostilities;
 - (b) any period spent in a theatre of operations;
 - (c) any period when engaged in any form of operations of potential importance.
2. The Ministry of Defence or headquarters concerned should ensure that the conditions of the unit's employment in the theatre of operations will be clearly stated. Notwithstanding the above, the time submitting these reports will start from the time of receipt of the equipment captured. The type of equipment captured should be stated. The type of equipment was employed in the time not accounted for. The type of equipment captured should be stated.

Annexes should be prepared in such a manner that the minimum amount of work and to save work as much information as possible will be given. All annexes should be clearly headed and numbered. The 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

Army Form C 2118

UNIT/FORMATION 4 RAR

MONTH AND YEAR October 1966

COMMANDING OFFICER Lt Col D S THOMSON, MC

Place and grid reference	Day of Month	Hour	Event or information	Annex letter and enclosure number
Terendak	3/4 Oct	0815	Visit Director of Recruiting Lt Col D M BUTLER	Annex H enclosure 1
	5 Oct	0930	Issue RO's Part 1 Numbers 288-302	Annex H enclosure 2
	12 Oct	0900	Issue RO's Part 1 Numbers 303-310	Annex H enclosure 3
	13 Oct	1030	Issue 4 RAR Officer Postings as at 11 Nov 66	Annex H enclosure 4
	19 Oct	1000	Issue RO's Part 1 Numbers 311-325	Annex H enclosure 5
	24 Oct	0930	Issue RO's Part 1 Numbers 326-334	Annex H enclosure 6
	24/25 Oct	0830	Visit by Lt Col AL MORRISON, MBE and Lt Col RM TURNER Instrs Aust Staff College	Annex H enclosure 7
	25 Oct	0930	Visit by Maj Gen AG PATTERSON DSO OBE MC GOC 17 Div/MALAYA District	Annex H enclosure 8
	25 Oct	1130	Issue 4 RAR Athletic Meeting - 15 Nov 66	Annex H enclosure 9
	27 Oct	0830	Issue Amendment No 1 to 4 RAR Standing Orders	Annex H enclosure 10
	21 Oct	1130	Visit by Brig McDONALD	
	26 Oct		Cadre Course for 1st and 2nd Promotion started	

Amey H enclosure 1

AUSTRALIAN MILITARY FORCES

4th Battalion
The Royal Australian Regiment
Torendak Garrison
MALACCA

Quote in Reply
30-2-51

30 Sep66

Distribution See Below.

VISIT - DIRECTOR OF RECRUITING
LT COL D M BUTLER

1. Lt Col Butler will be visiting 4 RAR on 3/4 Oct 66.
2. An itinerary is attached as Annex 'A'.

officer

 Capt
 Adjt

Distr:

A Coy (2)	CO	Comds Diary (2)
B Coy (2)	2IC	HQ AAF FARELF (2)
C Coy (2)	Adjt	Spare (2)
D Coy (2)	RSM	Float
Sp Coy (2)	Ord Offr	File.
Admin Coy (2)	Offrs Mess	

30 Sep 66ITINERARY OF VISIT - LT COL D M BUTLER 3/4 OCT 66

Ser	Date	Time	EVENT	Tpt	REMARKS
1.	3 Oct 66	0750	Arrive Malacca Airport	Met by Staff Car	a. Ord Offr to accompany Staff Car departs 4 RAR 0720 hrs.
2.		0815	Arrive 4 RAR		a. Ord Offr to deposit luggage Offrs Mess.
3.		0820	Interview with CO 4 RAR	Nil	-
4.		0940	Visit Company Training B Coy - 600 yd Range	Nil	a. B Coy to have offr report 4 RAR at 0935. b. During visit Lt Col Butler to speak to NS men in particular.
5.		1215	Luncheon Officers Mess	Nil	Officers Mess
6.		1330	Tour of 4 RAR Area	Nil	C Coy to provide escorting offr.
7.		1415	Tour of Garrison Area	Staff Car	As in Serial 6.
8.		1630	Afternoon tea Offrs Mess		a. Offrs Mess arrange. b. Meet offr are available.
9.		1700 2400	Free		a. Accn to be arranged for CO flat. b. Offrs Mess arrange.
10.	4 Oct	0845	Call on CO 4 RAR	-	-
11.		0900	Depart 4 RAR for Malacca Airport	Staff Car	Accompanied by Ord Offr.
12.			Depart Malacca Airport	Staff Car.	

COMD
DIARY

RESTRICTED

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

Annex H enclosure 2

ROUTINE ORDERS PART I

BY

LIEUTENANT COLONEL D S THOMSON, MC

COMMANDING OFFICER

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 34

5 OCT 66

NUMBERS: 288 - 302

- 288. BATTALION ORDERLY DUTIES
- 289. APPOINTMENT
- 290. EXTRA REGIMENTAL APPOINTMENTS
- 291. COMMAND
- 292. RATIONS
- 293. INTERNAL CHECKING OFFICERS
- 294. DISCIPLINE
- 295. TRADE TEST
- 296. CAR PARK
- 297. SMOKING IN ARMY VEHICLES
- 298. ACCOUNTABLE DOCUMENTS - QUARTERLY CHECKS
- 299. SCHOOL BUS - BUKIT BAHRU - SLIM SCHOOL - TERENDAK
- 300. IMPORTATION OF FIREARMS, AMMO BY SERVICEMEN
- 301. POSTAL ARRANGEMENTS - CHRISTMAS 1966
- 302. USE OF UNIT TRANSPORT WITHIN TERENDAK GARRISON.

NOTICE

1. FOR SALE

RESTRICTED

288. BATTALION ORDERLY DUTIES

<u>ORD OFFR</u>				<u>ORD SGT</u>	
Fri	7	Oct 66	.. 2Lt D LYONS	Sgt	WJ McINERNEY
Sat	8	Oct 66	.. 2Lt A J MOCRIDGE	Sgt	LB SCOWCROFT
Sun	9	Oct 66	.. Lt D R BYERS, MC	Sgt	GR STEVENS
Mon	10	Oct 66	.. 2Lt C B PEPPER	Sgt	D COOK
Tue	11	Oct 66	.. 2Lt D M STEWART	Sgt	AG DAWSON
Wed	12	Oct 66	.. 2Lt W SHEPPARD	Sgt	DF HEENAN
Thu	13	Oct 66	.. Lt J N BRANDON	Sgt	H WILSON
Fri	14	Oct 66	.. 2Lt M J MURPHY	Sgt	B COOKE
Sat	15	Oct 66	.. 2Lt T R ELLIS	Sgt	S PEREJMIJIDA
Sun	16	Oct 66	.. 2Lt R EARL	Sgt	R WOODBURY
Mon	17	Oct 66	.. Lt R G CURTIS	Sgt	R ROLFE.
Tue	18	Oct 66	.. Lt R J WICKHAM		
Wed	19	Oct 66	.. Lt E L QUARTERMAINE.		

289. APPOINTMENT

Captain P.J. DESMOND is appointed Supervising Officer of the "Commonwealth Families Club" - Dukit Bahru.

290. EXTRA REGIMENTAL APPOINTMENTS

SPORTS

Unit Sports Officer	..	Capt	I J C HEARN
1. Rugby	..	Maj	B D V LINDSAY
1A. Asst Rugby Officer	..	2Lt	G REIDY
2. Asst Rules	..	Lt	R G CURTIS
3. Soccer	..	Lt	J R BRETT
4. Hockey	..	2Lt	D LYONS
5. Basketball	..	2Lt	M MURPHY
6. Cricket	..	Capt	R F SUTTON
7. Tennis	..	Lt	J N BRANDON
8. Volley Ball	..	2Lt	C B PEPPER
9. Athletics/Cross Country	..	Capt	M G DARWICK.
10. Swimming/Water Polo	..	Lt	R J WICKHAM
11. Shooting	..	2Lt	D M STEWART
12. Squash	..	2Lt	R EARL
13. Golf	..	Lt	J N BRANDON
14. Boxing/Wrestling	..	Lt	F J DESMOND
15. Sailing/Tower Boating	..	Capt	J N INNES
Shooting Fishing	..		
16. Parachuting	..		To be nominated
17. Badminton	..	2Lt	C REIDY
18. Judo	..	Lt	B J AVERY
19. Canoeing	..	Capt	N J UNDERWOOD
20. Scrambling/Motor Cycle	..	2Lt	P D SHEEDY
21. Archery	..	2Lt	R EARL.
PMC Officers Mess	..	Maj	K J McGHEE
Offrs Mess Secretary	..	Capt	RF SUTTON
Offrs Mess Treasurer	..	Lt	JN BRANDON
Supervising Offrs Sgts Mess	..	Capt	D L BURZACOTT
President Unit Board	..	Maj	JPA DEIGHTON
Member	..	Capt	JH INNES
Member	..	2Lt	CB PEPPER

RESTRICTED

3.

President PRI	.	Maj KJ MCGHEE
Band Officer	.	Capt WJ REYNOLDS
Safety Offr	.	Maj TR SULLIVAN
Fire Officer	.	Lt JR BRETT
Security Offr	.	Maj KJ MCGHEE
Public Relations Offr	.	Capt RF SUTTON
Army Newspaper Representative	.	Capt MG DARWICK
Q Records Checking Offr	.	Capt NJ UNDERWOOD
Tpt Records Checking Offr	.	Capt PJ DESMOND
Ration Checking Offr	.	Lt RG CURTIS.

297. COMMAND

57068 Lt R G CURTIS is appointed to administer command of C Coy from 5 to 14 Oct 66 inclusive, in the absence of Maj BDV Lindsay.

292. RATIONS

1. 10 Pl D Coy is warned in for rations on Tue 4 Oct 66 for range practice.
2. 11 Pl D Coy is warned in for rations on Wed 5 Oct 66 for range practice.
3. 12 Pl D Coy is warned in for rations on Thu 6 Oct 66 for range practice.
4. All married personnel of D Coy are warned in for rations on Fri 9 Oct for company training.
5. All Sgts are warned in for meals on 7 Oct 66.
6. A Coy is warned in for meals from 11 - 17 Oct 66 for Battalion Duties.
7. A Coy 3 Pl is warned in for rations on 18 Oct 66 for training.

RESTRICTED.

RESTRICTED

29. INTERNAL CHECKING OFFICERS

Company 2ICs of A, B, C and D Company are appointed Internal Checking Officers as follows:-

A Coy	-	POL Tpt FAMTO Account.
B Coy	-	Bn Q Account.
C Coy	-	Ration Account
D Coy	-	Barrack Stores.

Internal checking officers will ensure that all checking is complete by Friday of each week whilst in camp. After each exercise internal checking will be brought up-to-date within 14 days of return.

By the second of each month a report of the results of the previous months internal checking is to be submitted to the Commanding Officer. These duties will be passed on whenever there is a change of personnel in this appointment.

294. DISCIPLINE

The practise of using the Bn oval as a short cut will cease forthwith. Disciplinary action will be taken against offenders.

295. TRADE TEST

1. 54797 Pte J V SMAILES has passed Map Reading and Voice Procedure fully qualifying this member for Group 6 (Mil Skill), for 1966/67.
2. 28671 Sgt L W WILMEN has qualified in Voice Procedure/Map Reading Tests for 1966/1967.
3. 41970 Cpl A E KELLY has passed a First Aid Test for Group 6 Mil Skill at the required standard.
4. 42694 Cpl J A STAFFORD Sp Coy has passed in the Practical and Theoretical requirements for First Aid Requirements Group 6 Mil Skill.

296. CAR PARK

Car Park outside Bn HQ for

- a. Officers
- b. Visitors

only people to use car park.

297. SMOKING IN ARMY VEHICLES

1. Drivers are not to smoke whilst driving an Army Department vehicle.
2. Passengers are not to smoke in the driver's cab, in the bed of a load carrying vehicle loaded with stores, nor in an empty vehicle when there is a risk of fire (eg petrol vapour present through the nature of a previous load).
3. The Senior Officer or NCO in a vehicle may, provided he is satisfied there is no risk of fire, allow smoking in a vehicle subject to para 1 and 2 above.

(BRO 234/66).

298. ACCOUNTABLE DOCUMENTS - QUARTERLY CHECKS

All holders of accountable documents are to check them quarterly, and on handing over or taking over their appointments, in accordance with Mil Security Instructions 1965, paragraph 671.

(BRO 236/66)

RESTRICTED.

299. SCHOOL BUS - BUKIT BAHRU - SLIM SCHOOL - TERENDAK

The morning time table of the Bukit Bahru - Slim School bus is:

Commencing at F.M.C. Bukit Bahru	-	7.30 AM
Sentosa Gardens	-	7.35 "
Klebang Besar	-	7.45 "
Suffolk Gardens	-	7.47 "
Oxford Lane	-	7.50 "
Western Hay Hotel	-	7.50 "
Dukit Rambai	}	7.55 "
Union Avenue		
Somerset Green		
Tanjong Kling	-	8.00 AM.

2. These times will vary slightly owing to the flow of traffic and pupils should be instructed to be at their pick up point a short time in advance of the scheduled time of arrival of the bus.

(DRO 235/66)

300. IMPORTATION OF FIREARMS, AMMUNITION, ETC BY SERVICEMEN

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. (A copy of a recent letter from the Department of Customs and Excise is attached as Annex 'A').

2. All soldiers are warned 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 weapons etc any may result in legal action.

3. Copies of the Pamphlet "GUIDE TO CUSTOMS" are to be forwarded to sub-units. This Pamphlet should be displayed on Notice Boards so that all ranks can familiarize themselves with the contents.

301. POSTAL ARRANGEMENTS - CHRISTMAS 1966 - LATEST DATES OF POSTING

1. Attached are the latest dates which will guarantee delivery before Christmas. (See Annex 'B').

2. It may well be that certain dates are earlier than those quoted by the Civil GPO (These have not yet been published). Experience has shown, particularly in 1965, that some of the GPO dates are not reliable and units are well advised to follow this guide.

302. USE OF UNIT TRANSPORT WITHIN TERENDAK GARRISON

With effect immediately, unit tpt is no longer to convey members to their homes within Terendak Garrison without the express approval of the Adjt or in his absence or after hours the Orderly Officer. For all ranks.

Capt
Adjt

Distributions:

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

RESTRICTED

7.

Annex 'A' to RO 300/66 dated 5 Oct 66

300. IMPORTATION OF FIREARMS, AMMO, BY SERVICEMEN

1. It has come under notice that a considerable number of Servicemen returning from Vietnam, particularly in the last twelve months, have imported military-type firearms into Australia as personal "souvenirs". In most instances, the weapons involved were superseded American military rifles.
2. Generally, the Servicemen have made no attempt to conceal the firearms at the time of importation. Nevertheless, this Department has, in the majority of cases, been obliged to seize the weapons which, being rifles of a military type, are restricted imports in terms of the Customs (Prohibited Imports) Regulations. In practice, importation is not permitted unless intending importers produce the written authority of Police Authorities to have possessions of such weapons. As Police Authorities have refused to issue permits under State Legislation for the Servicemen concerned to retain such firearms in their possession, this Department has had no option but to seize the firearms.
3. Accordingly, in order to avoid any future embarrassment to Service personnel and this Department, it is desired that the practice of returning Servicemen bringing firearms, whether rifles or pistols, or any other dangerous weapons into Australia, should be discouraged as far as possible. Similarly to obviate any inconvenience to private individuals in Australia, it is requested that Servicemen carrying out duties abroad ensure that they do not forward any firearms or other weapons to Australia from overseas by mail.
4. It would also be appreciated if you would specifically bring to the attention of all Servicemen stationed overseas or proceeding abroad, the conditions governing the importation of firearms (ie the requirement to declare all firearms and their release being subject to Police approval) as mentioned on pages 4 and 5 of the attached pamphlet entitled "Guide to Customs". Supplies of this pamphlet were previously forwarded to you for distribution to Service personnel. Upon request, I shall be glad to supply any additional quantities of the pamphlet you may require.

Annex 'B' to RO 301 dated 5 Oct 66

301. LATEST DATES OF POSTING - WEST MALAYSIA - XMAS 1966

<u>DESTINATION</u>	<u>AIR LETTER</u>	<u>SURFACE LETTER</u>	<u>AIR PARCEL</u>	<u>SURF PARCEL</u>
UK	14 Dec 66	17 Nov 66	10 Dec 66	22 Oct 66
Aust & E.TASMANIA	16 Dec 66	29 Nov 66	16 Dec 66	19 Nov 66
Aust West	16 Dec 66	6 Dec 66	16 Dec 66	19 Nov 66
New Zealand	14 Dec 66	13 Nov 66	14 Dec 66	5 Nov 66

For items posted either from BFPO Terendak, BFPO Serenban or through Unit Post Orderlies in PENANG, Kluang, Johore Bahru, Sungei Patani, Butterworth and Cameron Highlands.

NOTICE

1. FOR SALE

Bargain
1957 Holden Special Sedan. Regd till Nov 66.
5 New Retreads, Engine A1 condition.
\$900 ONO.
For further details see - Pte DUHIGG Bn HQ.
(Must sell, member returning to Australia).

RESTRICTED.

Annex H enclosure 3

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AUSTRALIAN MILITARY FORCES

ROUTINE ORDERS PART I

BY

LIEUTENANT COLONEL D S THOMSON, MC

COMMANDING OFFICER

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 35

12 OCT 66

NUMBERS 303-310

=====

- 303. BATTALION ORDERLY DUTIES
- 304. RATIONS
- 305. DISCIPLINE
- 306. EXTRA REGIMENTAL APPOINTMENTS - ADDENDUM
- 307. LIVING IN
- 308. COMMAND
- 309. POL ISSUES TO CASUAL USERS AND DURING NON DUTY HRS IN TERENDAK GARRISON
- 310. GARRISON HOUSING COMMITTEE MEETING

=====

NOTICES

- 1. CHAPLAIN'S OFFICE HOURS
- 2. FOR SALE

RESTRICTED.

RESTRICTED

2.

303. BATTALION ORDERLY DUTIES

ORD OFFR

ORD SGT

13 Oct 66 (Thu)	.. Lt	J N BRANDON	Sgt H WILSON
14 Oct 66 (Fri)	.. 2Lt	M J MURPHY	Sgt B COOKE
15 Oct 66 (Sat)	.. 2Lt	T R ELLIS	Sgt S PEREJMBIDA
16 Oct 66 (Sun)	.. 2Lt	R EARL	Sgt R WOODBURY
17 Oct 66 (Mon)	.. Lt	R G CURTIS	Sgt R ROLFE
18 Oct 66 (Tue)	.. Lt	R J WICKHAM	Sgt D LAWRENCE
19 Oct 66 (Wed)	.. Lt	E L QUARTERMAINE	Sgt B EVANS.

304. RATIONS

1. All officers to be warned in for rations Wed 9 Nov 66.
2. All Sgts Mess members warned in for evening meal Thu 13 Oct.
3. A Coy to be warned in for rations on 21 Oct (night trg) and 24 Oct 66 (trg).
4. 5 Pl B Coy is warned in for all meals on 11 Oct 66.

305. DISCIPLINE

Wef 1 Oct 66 all Aust personnel revert from Active to War Service.

306. EXTRA REGIMENTAL APPOINTMENTS - ADDENDUM

Ref RO 290/66 - Add

Assistant Sports Officer	:	2Lt DM STEWART
Parachuting Officer	.	Capt D MCKENZIE
Asst Parachuting Offr	.	2Lt T ELLIS.

307. LIVING IN

Approval has been given for 4410381 Pte G J BARNES wef 10 Oct 66.

308. COMMAND

17080 Capt J.H. INNES is appointed to administer command of Sp Coy from 11 - 14 Oct 66 inclusive, in the absence of 57042 Maj T.R. SULLIVAN.

309. POL ISSUES TO CASUAL USERS AND DURING THE NON DUTY HRS IN TERENDAK GARRISON

4 RAR - From 1 - 28 Feb 67.

(BRO 238/66)

310. GARRISON HOUSING COMMITTEE MEETING

The next Garrison Housing Committee Meeting will be held at 1400 hrs Mon 17 Oct 66 in the Brigade Conference Room (Security Area).

(BRO 239/66)

Distribution

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


Capt
Adjt

RESTRICTED

3.

NOTICES

1. CHAPLAIN'S OFFICE HOURS

Padre DOUST - Wed & Fri 0800 to 1000 hrs.
or
By appointment.

Padre MILLS - Tue & Thu 1400 to 1600 hrs.
or
By appointment.
Home Telephone No Malacca 5364.

2. FOR SALE

1960 TRIUMPH TIGA Motor Cycle 500 cc
Price \$900. Contact Lt Sinclair at
Bdc Offrs Mess Ext 370 or at office
347.

RESTRICTED

Annex H enclosure 4

File No:

160 - 3 - 1

4 RAR
Terendak Garrison
MALACCA

13 Oct 66

4 RAR OFFICER POSTINGS

- ... 1. Attached as Annex 'A' are officer postings as at 11 Nov 66.
2. This minute supersedes all previous minutes promulgated.

Manning
Lt Col
CO 4 RAR
Capt for

DISTRIBUTION

A Coy (4)	Tpt
B Coy (4)	RP Sec
C Coy (4)	Pay
D Coy (4)	Postal
Sp Coy (4)	Aust Fd Caph Office
Admin Coy (3)	Offrs' Mess
CO	Sgts' Mess
2IC	Comds Diary (3) ←
Adjt	HQ AAF FARELF
Asst Adjt	File
QM	Spare (15)
RMO	
IO	
Chief Clerk(2)	

RESTRICTED

Annex 4 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 D S THOMSON MC

COMMANDING OFFICER

4TH BATTALION THE ROYAL AUSTRALIAN REGIMENT

SERIAL NO 36

19 OCT 66

NUMBERS 311 - 325

- =====
- 311. BATTALION ORDERLY DUTIES
 - 312. COMMAND
 - 313. RATIONS
 - 314. GROUP SIX MIL SKILL QUALIFICATIONS
 - 315. DOG SHOOTER
 - 316. GARDEN REFUSE
 - 317. CESSATION OF ACTIVE SERVICE - REVERSION TO WAR SERVICE
 - 318. SERVICE IN BORNEO
 - 319. 1966 FEDERAL ELECTIONS
 - 320. WELFARE
 - 321. COMPENSATION
 - 322. TAXATION EXEMPTION - BORNEO
 - 323. HONORARY MEMBERSHIP OF THE RSL
 - 324. SPECIAL SERVICE
 - 325. SPEED LIMITS.
- =====

NOTICES

- 1. ANNUAL AAF PARELF GOLF CHAMPIONSHIP 1966
- 2. PEN FRIENDS.

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311. BATTALION ORDERLY DUTIES

	<u>ORD OFFER</u>	<u>ORD SGT</u>
Thu 20 Oct 66 ...	2Lt PB SHEEDY	Sgt R JORDAN
Fri 21 Oct 66 ...	2Lt GJ REIDY	Sgt N SMITH
Sat 22 Oct 66 ...	2Lt CB PEPPER	Sgt RK STEPHENS
Sun 23 Oct 66 ...	Lt JN BRANDON	Sgt R DOBIE
Mon 24 Oct 66 ...	Lt RJ WICKHAM	Sgt J WILD
Tue 25 Oct 66 ...	2Lt D LYONS	Sgt RJ PEARSON
Wed 26 Oct 66 ...	Lt DR BYERS MC	Sgt B COOKE.

312. COMMAND

17022 Major K.J. McGHEE will be Administering Command from 20 Oct to 6 Nov 66 inclusive in the absence of the CO.

313. RATIONS

1. All officers to be warned in for rations on 21 Oct 66.
2. Bn to be warned in rations on 8 Nov 66.
3. A Coy to be warned in for rations on 24 Oct 66 for training.
4. Admin Coy to be warned in for ration (evening meal) on 17 Oct 66.

314. GROUP SIX MIL SKILL QUALIFICATIONS

1. 311535 Cpl D.A. PEDEN has passed Map/Air Photo reading and Voice Procedure examinations at the above standard.
2. 43358 Lcpl M. FINCHAM has passed a First Aid Qualification for Group Six Military Skill at the required standard.
3. 16210 Cpl K.W. RIDEOUT has passed a First Aid Qualification for Group Six Military Skill at the required standard.

315. DOG SHOOTER

1. Cpl KELLY of 1 Sup Dep has now taken over the duties of dog shooting. His services may be obtained out of working hours by ringing him personally (Ext 308) or through the CRSM.
2. In connection with this it is becoming apparent that many privately owned dogs are at present roaming the Garrison with NO licence tag and NO collar. All dog owners are asked to keep them strictly under control so that strays may be destroyed with NO fear that they are pets.

(BRO 244/66)

316. GARDEN REFUSE

1. Occupants of quarters are responsible for the disposal of their own garden refuse. The normal procedure for this would be by burning and gardeners, when employed, should be instructed accordingly.
2. Small quantities of garden refuse can also normally be cleared by disposal in dustbins, but it should be understood that this refuse is NOT included in the garbage contract and large quantities are likely to be refused.
3. Sub-units are to issue instructions to all soldiers and their families on their responsibilities in this matter.

(BRO 245/66)

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317. CESSATION OF ACTIVE SERVICE - REVERSION TO WAR SERVICE

1. Army Headquarters has advised that as from 1 Oct 66 all units in this theatre ceased to be on active service and on that date reverted to war service.

2. The following are the effects of this change:-

a. All Charge and Offence Reports (AAF #4's) will now show at the commencement of the statement of the offence, the letters "WOWS" for "When on War Service", instead of the letters "WOAS", which have been used to indicate "When On Active Service". Likewise charge sheets for Courts Martial will show that the accused is on war service.

b. The punishments which have been used during "active service" are no longer valid - they are:-

(1) Field Punishment under AMR 256(2)(b)(i), and

(2) Forfeiture of all ordinary pay under AMR 256(2)9(b)(ii).

c. Automatic forfeitures (eg. forfeiture of pay while AWOL) apply as usual. It is only forfeiture as an award under AMR 256(2)(b)(ii) which does not apply.

3. The publication "The Administration of Discipline on War Service in Malaysia (May 1964)" is still the reference for disciplinary matters in this theatre, as it applies to war service.

4. All personnel in this unit continue to be subject to the Army Act and all charges must be brought under the relevant section of the Army Act.

(AAF RO 92/66)

318. SERVICE IN BORNEO

1. Members serving in Borneo ceased to be eligible for the following with effect from and including 15 Sep 66:-

a. Reduction in qualifying period for group 6, military skills, vide MBI 79-1 Annex B.

b. Total income tax exemptions vide paragraph 18 of MBI 251-1.

(AAF RO 93/66)

319. 1966 FEDERAL ELECTIONS

General

1. In November 1966, there may be Federal elections for the Senate and House of Representatives.

2. Most members in this theatre will be entitled to vote by post. Dependants of members may vote by using facilities provided in the offices of the High Commissions. However, if this is inconvenient, they may use the same facilities as members, described below. Dependants who are resident in Singapore are to use Aust High Commission facilities. AAF FARELF personnel and their dependants outside Malaysia are to use the Aust Embassy or Aust High Commission facilities.

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4.

3. Every member entitled to vote and wishing to do so MUST have every facility available to exercise his right to vote.
4. Maj E. CARTER, DADLS, HQ AAF FARELF, has been appointed Assistant Returning Officer for the purpose of co-ordinating action on postal voting in this area but it will be necessary for all sub units to organise their own internal arrangements to deal with election papers as they are received.
5. It is expected that considerable clerical work will be involved and there will be problems in meeting deadlines. Prompt return of all postal matter distributed will be essential to ensure that all personnel entitled to vote can do so effectively.

Eligibility to vote

6. An eligible voter is a person who is:-
 - a. A British subject, and
 - b. Who has been domiciled continuously for six months in Australia, and
 - c. In the case of members under 21 years of age is serving or has served on special duty.
7. A British subject is an Australian citizen or citizen of any British Commonwealth country. A roll of non British subjects at the time of enlistment now serving in the Army is to be produced. Any person on the roll who has since been naturalised must produce evidence of naturalisation in order to vote.
8. Members who are eligible to vote need not necessarily be on the electoral rolls at present. They are entitled to vote for candidates in the electorate in which they last resided in Australia.

Special Duty

9. For practical purposes, members who are serving or have served in Borneo and Vietnam will have been on special duty for the purposes of qualifying to vote, provided they are otherwise eligible.
10. Where a member has been in Borneo or Vietnam but not on the posted strength of a unit in those areas, units should signal this headquarters, giving particulars, so that the member's entitlement can be checked and advised.

Immediate Sub-unit Action

11. Sub-units are to inform this order to all soldiers and their dependants.
12. Any queries on eligibility to vote are to be referred to this HQ by 19 Oct 66.
13. Members who are already on the electoral roll in Australia but cannot remember the name of their electoral division are to be advised to write to friends or relatives in Australia immediately to obtain this information. If this is not done, considerable work in checking electoral rolls will be required. Unfortunately the electoral division rolls will not be available to this HQ until late Oct 66. However, if there is any delay in obtaining the information, papers should not be held awaiting the details of electoral divisions.

Forecast of Events

14. Shortly, sub-units will receive bundles of forms of application for postal votes.

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15. Upon receipt of these forms sub units will make an immediate distribution of the forms to individual members.

16. These forms will consist of three parts, joined by perforated lines, ONE of which must be completed by the member.

17. The separate parts of the form are for the following categories of voters:-

- a. Those eligible voters who are aged 21 years and over, who are not on the electoral roll.
- b. Those who are on the electoral roll.
- c. Those members who are under 21 years but are eligible to vote by reason of their special service.

18. These applications forms should be completed and returned to the Assistant Returning Officer, HQ Aust Army Force, FARELF, as soon as possible. The last date when they may reach this address will be advised.

19. Sub units will then receive printed Senate papers, House of Representative ballot papers, with covering envelopes and lists of candidates with their party and electorate.

20. The ballot papers and covering envelopes will be distributed immediately by sub units to individual members and the lists of candidates, their party and electorate will be displayed and information as to where they are displayed, promulgated to members.

21. The postal votes must be back in this headquarters by 2000 hrs local time on polling day. The polling day will be advised but the votes should be recorded and returned as soon as possible. It is not necessary to wait until polling day and in most cases it would not be possible to get them back to the Assistant Returning Officer unless the vote is recorded well before polling day.

Dependants

22. Dependants should, if possible, vote under arrangements with High Commissions but the Assistant Returning Officer at this HQ will issue ballot papers to any dependants who forward a properly completed application for postal vote.

23. A dependant must be a British subject, 21 years or over and must have resided in Australia continuously for 6 months.

24. In the case of dependants they must be persons whose names are already on the electoral roll.

(AAF RO 94/66)

320. WELFARE

1. From the volume of official correspondence being received at this headquarters, it appears many personnel are neglecting to keep their next-of-kin and members of their family informed as to their welfare.

2. Whilst the army is sympathetic to genuine compassionate cases, it does not encourage the use of official channels, by either a soldier or his dependants in Australian as a means of communications.

3. Sub unit commanders are requested to supervise this problem and advise members of their obligation to keep their family and friends informed as to their welfare.

(AAF RO 84/66)

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321. COMPENSATION

With effect from 15 Sep 66, the provisions of the Repatriation Act no longer apply for injuries occurring in Borneo. Therefore, where applicable, an investigation and claim for compensation must be prepared and forwarded with a Report of an Injury or Illness (AAF D11).

(AAF RO 89/66).

322. TAXATION EXEMPTION - BORNEO

Advice has been requested as to the date Taxation Exemption ceases. Sub units should anticipate this will also be with effect from 15 Sep 66, and are advised to warn members accordingly.

323. HONORARY MEMBERSHIP OF THE RSL

(AAF RO 90/66)

1. At its meeting on 10 May 66 the National Executive of the RSL resolved to confer honorary membership on all personnel serving abroad in combat areas.

2. Honorary membership will apply for those who are returning to Australia until the end of 1966 and for those serving abroad for the period until they return and for the balance of the year in which they return. To qualify for R.S.L. membership personnel must be eligible to receive either the British General Service Medal with clasp "Borneo" or clasp "South Vietnam" or the Special South Vietnam Medal.

3. Membership cards are to be issued to those eligible members who wish to avail themselves of the RSL's off

4. Sub units are requested to submit details of their requirement for membership cards to this Headquarters by 24 Oct 66.

5. Sub unit commanders are responsible to ensure that only those servicemen who satisfy the conditions of eligibility, as outlined in paragraph 2 above, are issued with honorary membership cards.

(AAF RO 91/66)

324. SPECIAL SERVICE

With effect from 15 Sep 66, personnel in Borneo ceased to be on special duty in a special area.

(AAF RO 88/66).

325. SPEED LIMITS

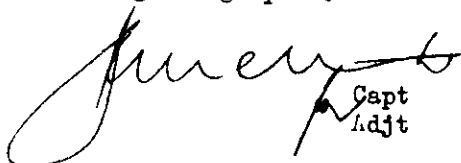
1. The speed limits within the boundaries of the Gar are clearly displayed by means of signs.

2. It is apparent however that dvrs are paying increasingly less attention to the laid down limits which are in general - 20 mph in built up areas ie. Zones 5 and 6 and 30 mph on the MALL.

3. All pers either directly or indirectly concerned with tpt and drivers are to ensure that dvrs comply with regulations regarding speed.

Distribution

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


Capt
Adjt

NOTICES

1. ANNUAL AAF FARELF GOLF CHAMPIONSHIP 1966

- a. This year it is intended to hold this contest at AYER KERCH Country Club Malacca on Monday 28th November 1966 commencing 0800 hours and finishing 1800 hrs.
- b. Private billeting or mess accommodation can be arranged but all movement is to be at individuals expense.
- c. Matches will include an individual scratch and handicap event, and if sufficient players are available an inter area match ie. Butterworth V Terendak V Singapore will be arranged.
- d. All players are responsible for providing their own clubs and balls.
- e. Trophies will be provided by AAF FARELF Amenities Fund.
- f. An individual entrance fee of approx \$12 to cover green fees, caddy fees and lunch, will be levied.
- g. All personnel who intend playing are to notify their area golf rep by 21 Oct 66. Area golf reps are to forward names to Maj WJ HUMBLE, Tanglin Barracks, Ext 2797 by 26 Oct 66. Area golf reps are:

Singapore	-	Maj WJ Humble	-	HQ FARELF
Terendak	-	Lt J Brandon	-	4 RAR
Butterworth	-	Maj JG Hughes	-	110 LAM Bty.

2. PEN FRIENDS

Miss Beverley Mitchell
6 Hillside Avenue
Dromana
Victoria.

Miss Patricia Cornish
20 Solander St
Dromana
Victoria.

Miss Julie Cliff
80 Baroda St
Ascot Vale
Melbourne.

Miss Bernice Fitzgerald
24 Cairns Ave
Newtown
Geelong
Victoria.

RESTRICTED

*Comds Secy
James Henderson*

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

B

MAJOR K.J. MCGHEE

ADMINISTERING COMMAND

4TH BATTALION THE ROYAL AUSTRALIAN REGT

SERIAL NO 37

24 OCT 66

NUMBERS 326-334

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326. BATTALION ORDERLY DUTIES

327. RATIONS

328. QUEEN'S MEDAL ELIMINATIONS

329. CLOSURE OF SHORT CUT TO OFFICERS' BEACH CLUB

330. CAR PARKING

331. DENTAL TREATMENT HOURS - 32 DENTAL UNIT RAADC

332. COURSES 1967 - RAAF SCHOOL OF LANGUAGE - POINT COOK

333. COURSES 1967 - INDONESIAN COLLOQUIAL COURSES

334. REMOVALS AT DEPARTMENTAL EXPENSE

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NOTICES

1. TAXIS
2. TAE KWON - DO

RESTRICTED

326. BATTALION ORDERLY DUTIES

	<u>ORD OFFR</u>	<u>ORD SGT</u>
Tue 25 Oct 66 ...	2Lt D LYONS	Sgt RJ PEARSON
Wed 26 Oct 66 ...	2Lt W SHEPPARD	Sgt B COOKE
Thu 27 Oct 66 ...	2Lt DM STEWART	Sgt L WILMEN
Fri 28 Oct 66 ...	2Lt TR ELLIS	Sgt B COOKE
Sat 29 Oct 66 ...	2Lt GJ REIDY	Senior Cpl to be nominated by
Sun 30 Oct 66 ...	Lt JR BRETT	Sgt EA JONES Duty Coy.
Mon 31 Oct 66 ...	2Lt PB SHEEDY	Sgt A GREAVES
Tue 1 Nov 66 ...	2Lt R EARL	Sgt C CONSTABLE
Wed 2 Nov 66 ...	2Lt M MURPHY	Sgt B MORRIS.

327. RATIONS

1. A Coy be warned in for rations from 1 - 7 Nov 66 incl for Bn duties.
2. All Living Out members of B Coy warned in for rations on 24 Oct 66, 27-28 Oct and 2-5 Nov 66 incl.
3. D Coy is warned in for rations 1, 2, 3 Nov - Coy Exercise, 17-23 Nov incl - Coy Exercise.

328. QUEEN'S MEDAL ELLIMINATIONS 20 OCT 66

1. The following have qualified to progress to Stage 2 of the 1966 Queen's Medal Competition, being the top three scorers in Stage 1.

43248	Lt DR BYERS MC	-	207 points
61496	Pte R ROWLANDS (28 OFF)	-	187 points
43453	Pte JE BURGESS	-	183 points.

329. CLOSURE OF SHORT CUT TO OFFICERS' BEACH CLUB

1. The path which runs from Weir Avenue behind the houses numbered 30, 28, 26 and 24, and heretofore provided a short cut into the rear of the Officers' Beach Club is closed and is no longer to be used.
2. Heads of families living in Weir Avenue, Darwin Close, Nelson Close and Lincoln Circle are responsible for ensuring that their wives, families and servants are informed that the path in question is closed and is no longer to be used.

(BRO 247/66)

330. CAR PARKING

1. Attention of all personnel is drawn to Garrison Standing Order Para 21 h(7) (d) (i) which states "Parking on the MALL is forbidden."
2. The cars of spectators watching sports events which are taking place on the sports grounds adjacent to the MALL and opposite MARYANG SAN Lines are to be parked on the track leading from the MALL to the high level reservoir or on the level ground behind the sports pavilion.

(BRO 248/66)

331. DENTAL TREATMENT HOURS - 32 DENTAL UNIT RAADC

1. Sick Parade
Urgent Treatment (Relief of Pain and Repair of Dentures) 0800 to 0900 hrs Mon to Sat inclusive.
2. Routine Treatment by Appointment
Personnel requiring routine dental treatment are to report between 0800 and 0900 hrs Mon to Sat for examination and booking appointments.

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3.

3. The Dental Centre will remain closed on official military or public holidays, and after 1200 hrs on Wed and Sat.

4. Appointments broken without due notice or permission are a waste of available and limited surgery time and will result in the suspension of treatment.

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

(BRO250/66).

332. COURSES 1967 - RAAF SCHOOL OF LANGUAGES - POINT COOK

1. The number of applicants in Australia who have passed aptitude tests for language training is disappointing.

2. Further applications for language training are required - these should be submitted through normal channels ASP.

(AAF RO 96/66)

333. COURSES 1967 - INDONESIAN COLLOQUIAL COURSE - FAR EAST TRG CENTRE

1. It is proposed to hold an Indonesian Colloquial Course at the Far East Trg Centre from 6 Mar to 14 Apr 67.

2. Applications should be submitted to this Headquarters by 14 Jan 67.

(AAF RO 97/67)

334. REMOVALS AT DEPARTMENTAL EXPENSE

References MBI 150-2 and MBI 150-3.

1. The attention of all sub units is drawn to the procedure 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 Aust to his new station (MBI 150-3 Serial 3, to Annex 'A').

b. MBI 150-2 Paragraph 31 and 32. These paragraphs deal with a member's 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 (\$44,000) 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.

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- 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 (\$4,000) 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.

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

Submission of Documents

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.

Distribution

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

Kurcu
90 Capt
Adjt

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NOTICES

1. TAXIS

a. Lost Property

The taxi liaison officer has reported that he holds certain articles left in taxis. Any person who has left articles in taxis is asked to contact him direct (Tel Ext 9335).

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5.

b. Fares

The fares from anywhere within the Garrison (boarded by the rear and main gate) and Malacca (clock Tower area) are as follows :-

Single Journey - \$4.00 per taxi.
Return journey - \$7.00 per taxi.

2. TAE KWON - DO

(Korean Art of Self Defence)

a. A branch of the Malaysian Tae Kwon-Do Association has been formed in Malacca. Training sessions are held five days a week between 5.15 to 7.00 pm. at the Royal Customs Trg Centre, Bukit Bahru, Malacca.

b. Fees are:-

(1) Ordinary members: Entrance Fee \$2.00
Yearly Subs \$5.00
(2) Entrance fee for training: \$20.00
(3) Monthly fee for training: \$10.50
(4) Grading test every 3 months: \$10.00

c. A fee of \$37.50 per member (items (1) (2) (3)) is payable on commencement.

d. Those interested should report to the Royal Customs Training Centre, Bukit Bahru, during club training sessions or contact:-

The Secretary
Malacca Tae Kwon-Do Association
c/o Public Works Department
MALACCA.

RESTRICTED.

James H. Anderson 7

4 RAR
Terendak Garrison
MALACCA

File No:
30-2-57

14 Oct 66

VISIT BY LT COL A L MORRISON MBE AND LT COL N M TURNER
INSTRS AUST STAFF COLLEGE 24 - 25 OCT 66

1. Lt Col MORRISON and Lt Col TURNER will be visiting 4 RAR 24-25 Oct 66.
2. Itinerary of visit is at Annex 'A'.

[Signature]
Maj
Capt / Admin Comd 4 RAR

DISTRIBUTION

A COY (2)
B COY (2)
C COY (2)
D Coy (2)
Sp Coy (2)
Admin Coy (2)
Tpt Pl (2)
CO
2IC
Adjt
RMO
Ord Offr
Offrs Mess
Sgts Mess
HQ AAF FARELF
HQ 28 COMVEL Inf Bde (2)
Comds Diary ~~(3)~~
Lt Col A L MORRISON } collected by Ord Offr
Lt Col N M TURNER }
File
Spare (3)

Annex 'A' to 4 RAR
30-2-57 of 19 Oct 66

ITINERARY OF VISIT LT COL A L MORRISON AND LT COL N M TURNER
24 - 25 OCT 66

SERIAL	DATE/TIME	EVENT	TRANSPORT	REMARKS
1	24 Oct 66 0740hrs	Arrive MALACCA Airport	Staff Car	1. to be at airport by 0730hrs 2. Ord Offr to accompany veh
2	0820hrs	Arrive Officers' Mess		1. Met by Mess Sgt 2. Baggage taken to CO's flat
3	0840hrs	Arrive HQ 4 RAR met by Admin Comd Maj K J MCGHEE	Staff Car	
4	0915hrs	Discussions with Maj T R SULLIVAN on operations		1. CO's office 2. Maj SULLIVAN report 4 RAR 0910hrs 3. Capt M G BARWICK to stand by
5	1030hrs	Visit G, A and Q aspects as requested by visitors on arrival 4 RAR		1. Ord Offr to accompany
6	1215hrs	Luncheon Officers' Mess		1. Officers' Mess to arrange
7	1330hrs	Tour of CANBERRA LINES & TERENDAK GARRISON	Staff Car	1. Ord Offr to accompany 2. Visitors may require to visit integrated Aust units
8	1630hrs	Afternoon Tea Officers' Mess		1. Meet officers in CANBERRA LINES
9	1900hrs	Spare		1. Officers' Mess to arrange accommodation in CO's flat
10	Tue 25 Oct 0800hrs	Call on Admin Comd 4 RAR in CO's office		
11	0815hrs	Call on Commander 28 COMWEL Inf Bde Brig T D H McAFFEY OBE	Staff Car	1. Ord Offr to accompany 2. Staff Car reports 0800hrs HQ 4 RAR
12	0845hrs	Depart for MALACCA Airport	Staff Car	
13	1005hrs	Depart MALACCA for SINGAPORE	Air	1. Ticketing by HQ AAF FARELF

Annex H Enclosure 8

4 RAR
Terendak Garrison
MALACCA

17 Oct 66

File No:
30-2-31

VISIT OF MAJ GEN A G PATTERSON DSO OBE MC
GOC 17 DIVISION/MALAYA DISTRICT 25 OCT 66

1. The GOC is visiting 4 RAR on 25 Oct 66 to inspect training.
2. An itinerary of visit is attached at Annex 'A'.

[Handwritten signature]
Lt Col
CO 4 RAR
[Handwritten signature]

A Coy (3)	IO
B Coy (3)	Offrs' Mess
C Coy (3)	Sgts' Mess
D Coy (3)	HQ 28 COMWEL Inf Bde (2)
Sp Coy (3)	HQ 17 Division/Malaya District
Admin Coy (3)	HQ AAF FARELF
CO	Comds Diary (3) <i>[Handwritten mark]</i>
2IC	File (1)
Adjt	Spare (3)
Asst Adjt	

Annex 'A' to 4 RAR
30-2-3 of Oct 66

ITINERARY OF VISIT MAJ GEN PATTERSON
25 OCT 66

SERIAL	TIME	EVENT	PLACE	REMARKS
1.	0930	Arrive 4 RAR and Inspects Guard	Guard Room	RSM to arrange
2.	0935	Met by Admin Comd 4 RAR, Maj K J McGHEE	CO's office	CO 4 RAR absent on recce
3.	1000	Inspect 10 Pl D Coy training	Bn Oval	OC Sp Coy 2IC D Coy to accompany
4.	1045	Inspect Sp Coy training a. 81mm mor sub calibre device b. Regimental signallers CW training c. Atk pl WOMBAT training	a. Miniature Mortar Range b. CW Room c. Bn Oval	
5.	1145	Inspect B Coy training a. PT b. Wpn trg c. Pl and sect tactics	Area Hockey Oval	Met by OC B Coy at CW Room
6.	1230	Luncheon	Officers' Mess	1. FMC to arrange 2. Meet officers of 4 RAR
7.	1330/ 1530	Inspect A Coy training a. Weapon Training b. Pl and Sect tactics	Close Training Area	Met by OC A Coy at Officers' Mess
8.	1530	Depart 4 RAR		

Honey Henderson 9

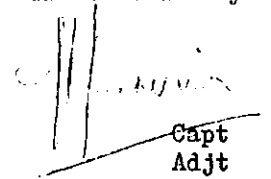
4 RAR
Terendak Garrison
MALACCA

Oct 66

FILE NO:
55-1-4

4 RAR ATHLETICS MEETING - 15 NOV 66

1. 4 RAR will conduct a unit athletics meeting on the Garrison Sports Arena on Tue 15 Nov 66.
2. The following events will be held:
TRACK
120yds hurdles : 100yds : 220yds : 440yds : 880yds : 1 mile : 3 miles :
Relays.
FIELD
Discus : Javelin : Long Jump : High Jump : Weight : Pole Vault :
Tug of War.
3. Each company is to provide two competitors per event for both track and field. Bn HQ will combine with Admin Coy for the meeting.
4. No competitor may participate in more than two individual events and one team event.
5. The Tug of War teams will consist of 10 members with a weighing-in total of not more than 130 stone. Tug of War teams are to report to 4 RAR Rations Store at 1400hrs 14 Nov 66 for final weigh-in.
6. A list of company teams is to be submitted to Capt M G BARKWICK by 1400hrs 11 Nov 66. A programme of events and competitors will be produced.
7. An Athletics Meeting Instruction, detailing officials, rules of competition, programme of events and work parties required will be issued by 1 Nov 66.


Capt
Adjt

DISTRIBUTION

A Coy (5)	RSM
B Coy (5)	Sports Offr
C Coy (5)	Athletics Offr
D Coy (5)	Sgt RYAN
Sp Coy (6)	Comds Diary (3)
Admin Coy (6)	HQ AAF FARELF (3)
RAP	File
CO	Spare
2IC	
Adjt	

Comd Diary No 3, Annex 1 enclosure 10

4 RAR
Terendak Garrison
MALACCA

27 Oct 66

Distribution
As for SO's

4 RAR STANDING ORDERS
AMENDMENT NO 1

- ...1. Attached is amendment No 1 to 4 RAR STANDING ORDERS.
- 2. Acknowledge receipt and return proforma as shown below.

[Handwritten Signature]

 Capt Ter Maj
 K J MCGHEE
 Unit Security Offr

Adjt

I acknowledge receipt of Amdt No 1 to 4 RAR SO's.

Signed.....

.....Rank

.....Appointment

.....Date

AMENDMENT NO 1 TO 4 RAR STANDING ORDERS

Page 58, Part 2, SECURITY STANDING ORDERS para 233, line 1, after the words "documents are to be" - ADD "muster".

After para 233 - ADD new paragraphs:-

233 (a) In addition to the above checks all TOP SECRET and SECRET documents will be checked against the register (AB558) by the Asst USO in such a way that all classified documents are accounted for over a period of a year. These checks will be recorded and initialled by the Asst USO.

233 (b) The Adjutant will, once a calendar month, roster the Orderly Officer for a ten percent check of files held with a view to:

- a. destroying classified documents no longer required.
- b. requesting downgrading action with the consent of the originator.

After para 272 - ADD new paragraph:-

REMOVAL OF CLASSIFIED DOCUMENTS FROM OFFICES

272 (a) Classified documents may not be removed from offices for reference, either during visits, conferences or meetings or for work at homes, quarters or messes, unless they are given the same standard of protection as that required for their storage and custody in offices.

272 (b) Documents for Conferences:-

- a. These will be sent in advance by Courier/SDS and returned by the same means. The despatch and receipt must be recorded in the office.
- b. When documents have to be carried by hand, for exceptional reasons, the following precautions are to be taken:-
 - (1) The security containers must be properly labelled.
 - (2) The container must remain in the officer's possession unless stored under the arrangements set out in paragraph 272 (a).
 - (3) In no case should the documents be left in a hotel or club, even if in a safe.
 - (4) In these exceptional circumstances, and when crossing international frontiers, the officer concerned is to be documented in accordance with regulations for casual couriers to provide the necessary diplomatic immunity.

c. Documents for work at homes, messes or quarters:-

- (1) TOP SECRET documents are never to be taken to such places.
- (2) If documents classified CONFIDENTIAL or SECRET need to be taken away within FARELF area, specific authority must be obtained and, as indicated in paragraph 272 (a), the documents must be given the same standard of protection as that required for their storage and custody in offices.

