

STATUTORY RULES

1917. No. 31.

REGULATIONS UNDER THE DEFENCE ACT 1903-1915.

FINANCIAL AND ALLOWANCE REGULATIONS FOR THE AUSTRALIAN MILITARY FORCES AND SENIOR CADETS.

I, THE GOVERNOR-GENERAL in and over the Commonwealth of Australia, acting with the advice of the Federal Executive Council, hereby make the following Regulations under the *Defence Act* 1903-1915 to come into operation forthwith.

All Financial and Allowance Regulations for the Military Forces of the Commonwealth heretofore made, whether provisional or otherwise, are hereby repealed.

Dated this fourteenth day of February, One thousand nine hundred and seventeen.

R. M. FERGUSON,
Governor-General.

By His Excellency's Command,

W. H. LAIRD SMITH,
For Minister of State for Defence.

The black lines in the margin serve to indicate new provisions or amendments of previously existing Regulations.

PART I. DEFINITIONS.

1. In these Regulations, unless the contrary intention appears:—
- | | Definitions. |
|-----------------------|--|
| "Secretary" | means the Secretary, Department of Defence. |
| "The Military Board" | means the Board of Administration for the Military Forces. |
| "Head-quarters" | means the office of the Central Administration. |
| "Finance Member" | means the Finance Member of the Board of Administration for the Military Forces. |
| "Commandant" | means an officer appointed to be Commandant of a Military District. |
| "Executive Officer" | means an Officer of the Executive Branch of the Forces. |
| "Chief Accountant" | means the Officer appointed to be Chief Accountant in the Office of the Central Administration. |
| "District Paymaster" | means an Officer appointed to be District Paymaster for a Military District. |
| "Authorizing Officer" | means an Officer appointed to be an Authorizing Officer for a Military District in accordance with the Treasury Regulations. |
| "Paying Officer" | means an Officer appointed to be a Paying Officer for a Military District in accordance with the Treasury Regulations. |

C.9802.—Price, 2s. 3d.

PART II.

GENERAL INSTRUCTIONS.

Responsibility of
Commandants.

2. Commandants shall be responsible for enforcing due economy on all officers and others charged with any expenditure of public money, or with the care, use, or expenditure of stores.

Amended by
S.R. 200/1915,
to operate from
1.10.1915.

Assistance to
be given
Commandant.
Expenditure
that may be
authorized by
Commandants.

3. Commandants shall be held responsible for the economical expenditure of all moneys provided in the Annual Estimates for their respective Commands, and shall be further responsible that no liability is incurred against votes in excess of the provision made.

4. It is the duty of every member of the Military Board to assist the Commandant in carrying out these Regulations.

5. Each Commandant is authorized—

(a) To approve of all requisitions for supplies within the Votes on the Estimates which are governed by Regulations.

(b) To approve of expenditure not exceeding £100 in any one case under the divisions or sub-divisions of any Votes for contingencies, general services, maintenance of existing arms and equipment and Expeditionary Forces, provided that he has satisfied himself that funds are available; that there is nothing irregular in the character of the expenditure; and that it is not an allowance or payment to any member of the Forces, except such as is governed by Regulations and does not require Ministerial approval. No new Vote or Item is to be operated upon or expenditure incurred in connexion therewith without approval from Head-Quarters, until such Vote or Item has been passed by Parliament.

(c) To approve of the employment of casual labour and temporary clerical assistance, provided that funds are available; but no person shall be employed under this Regulation for a longer period than six months in any Financial Year without the approval of the Military Board.

(d) To approve—in accordance with Regulation 178—of compensation for injuries received, or disease contracted, on duty.

(e) To approve—in accordance with Regulation 185—of compensation for injury to, or loss of, a horse.

(f) To approve in accordance with Australian Military Regulations of the striking off charge of stores damaged or deficient, provided that the value does not exceed £5. The value of the stores struck off must be shown in the monthly schedule of expenditure incurred by Commandants.

Provided that during the period of the War, the District Commandant is authorized to provisionally approve of the writing off of stores up to the value of £20, but a list of all such cases in which the amount struck off exceeds £5 shall be submitted to Head-Quarters after the close of each month for covering approval.

(g) To approve of increments to Warrant Officers, Non-Commissioned Officers and men of the Permanent Forces, except where otherwise provided, and to members of the Ordnance Department and Rifle

Amended by
S.R. 200/1915,
to operate from
1.10.1915.

Amended by
S.R. 200/1915,
to operate from
1.10.1915.

Amended by
S.R. 200/1915,
to operate from
1.10.1915.

Amended by
S.R. 200/1915,
to operate from
1.10.1915.

Striking off
stores.

Amended by
S.R. 208/1916.

Amended by
S.R. 200/1915,
to operate from
1.10.1915.

Range Services, and Assistants, Typists, and Messengers other than those employed under the Public Service Act, where such are prescribed by the Regulations and provided in the Appropriation Act.

- (h) To approve of payment of claims for Overtime and Sunday Pay provided that the District Paymaster certifies that such are in order, and correct in every particular. Early in each month a schedule of overtime and Sunday work performed during the preceding month, containing the names of those who have performed the work, the number of hours worked and the amounts paid, shall be forwarded for covering approval of the Secretary.

Amended by
S.R. 200/1915,
to operate from
1.10.1915.

6. Canceled by S.R. 200/1915.

7. A monthly schedule of expenditure incurred by each Commandant, under the authority in Regulation 5, clauses (d) to (f), inclusive, and not provided for by the Regulations, shall, after being signed by the Commandant, be forwarded for the information of the Finance Member not later than the 7th day of each month, in the following form :—

Schedule of
expenditure for
Head-quarters,

RETURN OF EXPENDITURE AUTHORIZED BY THE COMMANDANT.

(NOTE.—It is not necessary to include Expenditure governed by Regulations in this Return.)

Date.	Name.	Particulars.	Amount.			Vote to which charged.

8. Commandants shall not vary any payments provided for under Regulations.

Payments not to be varied.

9. Proposed expenditure under Votes for Artillery and Small Arm Ammunition; Warlike Stores; and Camps and Schools of Instruction shall be submitted to the Minister.

Expenditure for ammunition, &c.

10. When it is necessary to make re-arrangements or transfers in connection with any Votes, application shall be made, giving full reasons for the same, to the Secretary.

Votes, re-arrangement of.

11. Before Commandants are asked to authorize the expenditure of moneys, the person making the application shall first forward same to the Authorizing Officer for certificate that funds are available.

Certificate as to availability of funds.

12. When a Commandant submits any proposal involving expenditure, such proposal shall be accompanied by a statement from the Authorizing Officer, showing :—

Amended by
S.R. 200/1915,
to operate from
1.10.1915.

(a) The division, sub-division, and item of the Estimates to which the expenditure should be charged.

(b) whether funds are available.

(c) whether any financial objections exist in regard to the proposed expenditure.

Proposals involving expenditure, instructions re.

The Commandant shall, in addition, state that with his knowledge of the requirements for the remaining period of the financial year, the proposed expenditure will not involve the necessity for applying for additional funds on any Vote concerned. After approval

Availability of Funds.

- has been given the requisitioning officer shall see that the claim for the service is rendered within one clear month from date of supply.
- Grants, payment of.** 13. The approval of the Military Board must be obtained for the payment of grants provided on estimates, excepting grants for rifle clubs under Regulations.
- Financial instructions, Paymasters to see.** 14. All financial instructions, approvals, or other decisions regarding expenditure, communicated to Commandants, shall be forwarded without delay to the District Paymaster.
- Fitness of Paymaster for his position.** 15. Should any circumstance affecting the probity or fitness of a District Paymaster for his position come to the notice of a Commandant, it shall be his duty to make inquiries, and, should he deem it necessary, to report the matter to the Secretary.
- Cadet Forces.** 16. Regulations herein contained do not apply to Commonwealth Cadet Forces except where specially provided.
- Financial advice.** 17. The Commandant shall consult with and obtain the advice of the District Paymaster upon all financial matters.
- Audit queries.** 18. All audit queries shall be dealt with through the District Paymaster, who shall communicate direct with Officers Commanding in order to obtain necessary information and report for the satisfaction of the Treasury and Audit Departments.
- Inserted by S.R. 200/1915, to operate from 1/10/1915.** 18A. All powers vested in Commandants under these Regulations may also be exercised, where necessary, by the Military Board.
- Inserted by S.R. 18/1916.** 18B. (1) The Military Board may approve of the sale or writing off of condemned; unfit, damaged, or deficient stores, the original value of which does not exceed £100.
- (2) The Military Board may also approve of the taking on charge of excess stores.

PART III.

DISTRICT PAYMASTERS—DUTIES OF.

- Duties of District Paymasters.** 19. He shall be responsible for the disbursement of public moneys in accordance with the Regulations, and with any instruction or authority issued by the Secretary or the Military Board.
- Supervision of officers.** 20. He shall direct and superintend the clerks employed in his office; and will be responsible that they duly fulfil the duties assigned to them; that discipline is maintained in his Branch; and that the provisions of the Public Service Act and Regulations are strictly observed.
- Arrears in work.** 21. He shall be held responsible that no arrears occur in the work of the office, and that the books are posted up daily, so that they may at all times be ready for examination.
- Financial adviser.** 22. He shall act as financial adviser to the Commandant upon all questions involving expenditure.
- Information as to Votes.** 23. He shall keep the Commandant informed of all expenditure on Votes, with the view to assist him to prevent any Vote being exceeded.
- Officers due for retirement to notify Commandant.** 24. He shall be responsible that the Commandant is informed, in writing, six months before the event, of the name of any member of the Permanent Forces attaining the age prescribed for compulsory retirement, to enable the Commandant to take such steps as may be necessary in the matter. Under no circumstances shall a member be granted pay for any period after the date on which he was, in the ordinary course, due for retirement, unless authority for the extension of his services has first been obtained.

25. He shall be responsible that all accounts in the District Pay Department are kept strictly in accordance with the "Treasury Regulations." Accounts, responsibility as to.

26. All accounts, other than those dealt with under Regulations by other officers, shall pass through the office of the District Paymaster who shall be responsible that the amount of the Appropriation for any Division or Subdivision or Item of the Estimates, or any Loan Appropriation, or Trust Fund Credit, is not exceeded without the authority of the Treasurer. Accounts, dealing with.

27. He shall, in the event of receiving any claim which appears to him not authorized by Regulations or instructions, or in regard to which there is doubt as to the admissibility of any charge, point out the same in writing to the Commandant. Should the Commandant consider that, on the contrary, such claim is covered by Regulations or authority, and that the charges are admissible, an immediate report as to the circumstances of the case shall be forwarded by the Commandant to the Military Board, together with all relating papers. The account in dispute shall not be paid without the approval of the Military Board, whose decision shall be passed without delay to the District Paymaster by the Military Commandant. Claims inadmissible.

28. He shall not apply public moneys to any purpose not authorized by Regulations, nor shall he advance (except as herein-after provided) lend, or exchange any sums for which he is accountable, nor shall he exchange private cheques out of public funds. In the case of members of the Forces travelling on duty, where extended absence is probable, and cash payments have to be made, an advance may be made up to 75 per cent. of the maximum allowance that can be claimed. Substituted by S.R. 34/1915, to operate from 18.3.1915. Public funds, dealing with.

Married Warrant and Non-Commissioned Officers who are frequently required to travel on duty may be granted a standing advance of Three pounds, which must be adjusted on or before the 31st May of the financial year in which the advance is made.

29. He shall not advance any moneys to a member of another Military District on account of travelling or other expenses, unless authority has first been obtained for so doing from the Authorizing Officer of the Military District to which the expenditure is to be charged. In the cases of members of the Central Administration, the authority of the Finance Member must be obtained before any such advances are made. Advances not to be made without authority.

30. He shall be liable for the amount of disallowances arising from errors or over-issues made by him in disregard of Regulations or in the absence of proper authority. Liable for errors &c.

31. He shall not take charge of any Regimental or other funds, or act as auditor, or on the committee controlling the expenditure of same. Regimental Funds, &c.

32. Should difficulty be experienced in recovering vouchers supporting receipts, statements, &c., or money due from officers or others, he shall at once represent the circumstances in writing to the Commandant, who shall, if necessary, refer the matter to the Military Board. Upon receipt from the Senior Ordnance Officer of a claim for damages or deficiencies against a Corps or Unit of the Citizen or Cadet Forces, or against a Rifle Club, the District Paymaster shall demand payment from the Commanding Officer or other officer responsible, and, in the event of such claim not being satisfied within thirty days of such demand, the District Paymaster shall report the fact to the Commandant, who shall immediately take such action as may be necessary to obtain immediate payment, and shall furnish to the Secretary within fourteen days of the taking of such action, a report if the claim be then unsatisfied. Substituted by S.R. 143/1914.

Audit queries

33. He shall submit to the Commandant all queries from the Audit Department, together with the correspondence, if any, involved. In the case of a reply being deemed to be unsatisfactory by the Auditor-General, the matter is to be referred, through the Commandant, to the Military Board.

Receipt Books
and Regulation.

34. The District Paymaster will be responsible for the distribution of official receipt books, and will keep a stock of same on hand, for issue to Regiments and Corps. He will also provide each head of Department and Commanding Officer with a copy of the Audit Act and Treasury Regulations on demand, and shall obtain receipts for every such supply.

INSTRUCTIONS AS TO PAYMENTS.

Salaries,
general.

35. (a) An amount provided on the Appropriation Act as salary for one appointment shall not be utilized for the payment of the salaries or portions thereof of two persons for the same period.

Officers'
salaries.

(b) No officer shall be paid the salary of any position to which he has not been appointed by Order in Council.

Allowances,
payment of.

(c) In no case, unless governed by Regulation, shall an allowance be paid to any member of the Force, unless such allowance be authorized by the Minister, or by the Military Board.

When not
covered by
Regulations.

(d) Any expenditure provided for by a Parliamentary Appropriation and not covered by Regulations must be approved by the Minister.

Salary, Vote
paid from.
Amended by
S.R. 200/1915.

(e) Salaries must not be paid from any Vote other than a Pay Vote. Temporary assistance, casual labour, and special services are chargeable to items under contingency votes, where provision exists.

(f) (cancelled)

Amended by
S.R. 200/1915.
Advertisements.

(g) Claims on account of advertising shall, wherever practicable, be submitted to the Government Printer or Advertising Board of the State concerned, for checking, before payment is made.

TRANSFER OF MEMBERS OF THE FORCES.

Transfer of
Members.

36. (a) When the transfer of a member of the Permanent Military Forces is made, a last-pay certificate, giving the following particulars, shall be passed between the District Paymasters of the States concerned :—

Documents
necessary.

Rate of pay.

Details of all allowances; and whether in quarters.

Statement of unexpired value of clothing and kit.

Date to which payment has been drawn.

Date of attestation.

Date of re-engagement.

Date of birth.

Date of last increment and the amount thereof.

Leave of absence to credit of transferee.

Dates of last leave granted for recreation.

Retention of
certain clothing.

37. Non-Commissioned Officers of one branch of the Permanent Forces when transferred to another branch of the Permanent Forces, will take with them such articles of clothing as may be serviceable in the branch of the Forces to which transferred, unless transferred to the Instructional Staff, in which case such articles shall be returned to store, and be brought to account in the clothing ledgers, provided such Non-Commissioned Officer may retain any, or all, of such articles of clothing on payment of the unexpired

value. All sums so received to be passed to the District Paymaster for payment into Revenue. The unexpired value of clothing not returned to store shall be deducted from the uniform allowance prescribed by Regulation 93 (g).

CHEQUES—PROVISION FOR SIGNING OF.

38. (a) All cheques shall be signed by the Paying Officer, or such other officer as may be dealing with the advances or credit against which the cheques are drawn, and then countersigned by the Authorizing Officer, or such other Officer as may, in accordance with the Treasury Regulations, be appointed for the purpose. Cheques.

(b) The names of the countersigning officers, with their specimen signatures, shall be forwarded by the Authorizing Officer to the managers of the banks in which the accounts are kept, who shall be advised by the Treasurer, or his Deputy, as to the appointment of Paying Officers. Specimen signatures.

PAYMENTS TO THE DEPARTMENT.

39. All payments to the Department in any State shall be made to the District Paymaster; and bank drafts, cheques, post-office orders, or postal notes shall be made payable to the District Paymaster, or order. Postage stamps in excess of 5d. are not to be used as portions of remittance. The official receipt given and accepted shall only be that issued by the Receiver of Public Money. Payments to the Department.

CORRESPONDENCE.

40. (a) On questions of Departmental procedure, interpretation of these Regulations or financial matters not involving the decision of Commandants, District Paymasters may communicate direct with the Secretary. Correspondence.

(b) All other communications and returns involving the decision of Commandants shall pass through the Commandants to the Secretary. Commandant's decisions.

TRUST FUNDS.

41. (a) The following Trust Fund Accounts are approved :— Trust Fund Accounts.

- (i) Small Arms Ammunition Account.
- (ii) Defence Clothing Material Account.
- (iii) Small Arms Account.

(b) All proceeds of the sale of small arms ammunition and of empty cartridge cases shall be paid into Trust Fund, Small Arms Ammunition Account, as well as all moneys voted for the purchase of such ammunition. Small arms, ammunition, &c.

(c) All moneys received from the sale of clothing material (cloth, buttons, and badges) shall be paid into Trust Fund, Clothing Material Account. Clothing material.

(d) All moneys received from the sale of magazine and cadet rifles and barrels for same shall be paid into Trust Fund, Small Arms Account. Rifles and barrels.

(e) These moneys shall be strictly applied to the following purposes :— Moneys, how to be used.

Small Arms Ammunition Account.—To the supply of small arms ammunition, and of cordite or other explosive required for its manufacture.

Defence Clothing Material Account.—To the purchase of clothing material (cloth, buttons, and badges), including sealed patterns.

Small Arms Account.—To replace magazine and cadet rifles and barrels sold.

RETURNS.

Returns.
Monthly
expenditure.

42. District Paymasters shall forward, in time to reach Headquarters, not later than the 7th day of each month, after signature by Commandants, a monthly statement in the form of the Estimates as supplied, showing the expenditure to the end of the preceding month under—

(a) Pay—the total of each Subdivision.

(b) Contingencies—the total against each item.

Trust Fund
balances.

43. A monthly statement shall be furnished in the following form in respect of Trust Funds:—

TRUST FUNDS.

Particulars.	Small Arms Ammunition Account.	Clothing Material Account.	Small Arms Account.
	£	£	£
Balance on 1st of			
Receipts for month of			
Total ...			
Expenditure for month of			
Balance at end of			

Preparation of
returns.

(a) For the purpose of the Returns, under Regulations 42 and 43 the nearest £1 shall be shown, the shillings and pence being omitted.

(b) The figures given shall agree to the nearest £1 with the Appropriation Ledger, and also with the Reconciliation Statement furnished to the Treasury after the close of each month.

Returns to be
furnished.

44. The following Returns are to be prepared and forwarded through the District Paymaster:—

Nature.	To whom to be forwarded.	Date to be forwarded.
<i>Annually.</i>		
Form 61. Report as to Officers in 5th Class of the Public Service—in duplicate	Secretary ...	15th March of each year.
Return of Officers over 60 years of age (Public Service Regulation No. 26)	" ...	April of each year.

Nature.	To whom to be forwarded.	Date to be forwarded.
<i>Monthly.</i>		
Return of Expenditure by Commandant	Secretary ...	Within 7 days after month.
Statement of Expenditure in the form of the Estimates	" ...	"
Form 85. Return of New Appointments, Furloughs, &c. — Public Service	" ...	"
Return of Sick Leave (Public Service Regulation No. 77)	" ...	"
Treasury Form 43. Appointments, Promotions and Transfers (in duplicate), both as regards the Military Forces and the Public Service	" ...	"
Return of Fines and Punishments under Public Service Act	" ...	"
Return of Changes in Permanent Staff (for use in connexion with Permanent Staff List at Head-Quarters)	" ...	"
Treasury Form 41. Sale of Government property	Secretary ...	"
Receiver's Declaration (Treasury Form 5)	Commonwealth Auditor-General	"
Reconciliation Statement of Expenditure	Secretary to Treasury	"
Receiver's Reconciliation Statement	" "	"

NOTE.—In addition to the above, the death of a pensioner is to be notified to the Secretary when such occurs.

PAYMENT AND CERTIFICATION OF CLAIMS.

45. In order to prevent arrears, officers shall be responsible that the following steps are taken :—

- | | |
|---|--|
| Payment made by 30th June.
Supplies. | (a) Supplies, &c., required to the end of June shall be ordered in April or early in May, so that the accounts can be paid in May or early in June; and no orders, except such as are absolutely necessary, shall be given after the middle of May. |
| Repairs and works. | (b) The requisitions for repairs and similar works shall be sent in as early as possible, and the works shall, wherever practicable, be completed early in May. |
| Heavy amounts. | (c) Where accounts outstanding are likely to be of considerable amount, the persons interested shall be requested to furnish the accounts promptly. A memorandum to that effect to be written across the orders when given. |
| Printer's and Railway accounts.
Monthly or quarterly accounts. | (d) Accounts for amounts due to the Government Printer, Railways, &c., shall be specially asked for.
(e) In the case of monthly or quarterly payments, where the amount due on the 30th June can be ascertained, claimants shall be asked to render their claims early in June, so that they may be paid before the 30th. Where the amount due cannot be ascertained before the end of June, the claimants shall be asked to render accounts up to the middle of June only, the balance to be included in the next account. |
| Rents. | (f) Accounts for services, such as rents and similar matters, shall be paid about the middle of June, up to the end of that month. |
| Pay and allowances personnel. | (g) With regard to the pay and allowances of the Forces, such arrangements shall be made as will enable all payments due for the financial year to be made prior to the 30th June. To this end, claims for Musketry Prizes are to be rendered to the District Paymaster before the 15th of May. Militia Pay-sheets are to be rendered to the District Paymaster on or before the 10th day of June, or earlier in the event of paid parades for the year having been completed. |
| Militia pay-sheets. | |
| Personal responsibility of officers. | (h) Officers signing claims as "Person incurring the expense" will be held personally responsible that the claims certified by them are correct in every particular, and care in this respect will insure prompt payment. All claims must quote the Regulation or other authority under which preferred. |

REQUISITIONS FOR STATIONERY, OFFICE REQUISITES, ETC.

46. Requisitions for stationery, office requisites, &c., are to be submitted half-yearly—in the months of July and January—to the Deputy Assistant Quartermaster-General, and, after approval by a Board consisting of the Deputy Assistant Quartermaster-General, District Paymaster, and Senior Ordnance Officer, shall be returned to the Deputy Assistant Quartermaster-General, who will place the necessary orders with the Government contractors, and will see that the accounts for the supplies are in the hands of the District Paymaster before the close of one clear month after supply.

BARRACK DAMAGES.

47. When repairs to buildings or works are rendered necessary owing to wilful damage or neglect by the individuals or troops in occupation, the Staff Officer for Works or officer performing the duties of such position in the district shall recover the cost of such repairs through the Commanding Officer of the unit concerned, and forward same to the District Paymaster, who shall pay the amount into Revenue. Barrack Damages.

RATES OR TAXES.

48. In all cases where premises are rented or leased for departmental purposes no provision shall be included in the agreement or lease by which the Commonwealth Government is required to pay any taxes or water rates. Unless special approval to the contrary be obtained, where water is supplied, the officer representing the Quartermaster-General's Department shall see that meters are provided for Departmental Services, so that payment may only be made for the quantity actually consumed. Accounts in connexion with such supplies should show that the charges are for services rendered, *i.e.*, water supplied, claims for "water rates" not being admissible. Rates or Taxes. Water.

FIDELITY GUARANTEES OF OFFICERS AND OTHERS.

49. The Minister shall determine what offices held by Officers, Warrant and Non-Commissioned Officers, and others of the Military Forces of the Commonwealth, shall be guaranteed, and shall fix the amount of such guarantee in accordance with the following table :— Fidelity Guarantee.

Estimated largest Amount in Hand at any one time.				Amount of Guarantee.
				£
Under		£		100
Upwards of £300 and under	300	200
"	600	"	1,000	300
"	1,000	"	1,500	400
"	1,500	"	2,000	500
"	2,000	"	2,500	600
"	2,500	"	3,000	700
"	3,000	"	3,500	800
"	3,500	"	4,000	900
"	4,000	1,000

50. Every Officer, Warrant and Non-Commissioned Officer holding a permanent position in the Military Forces, which is a guaranteed office under these Regulations, shall contribute to the Guarantee Fund established by and in accordance with Treasury Regulations. Whom to be a guaranteed.

51. In cases where an executive officer may be called upon to perform the duties of a guaranteed office which are apart from his regular duties, the Minister may sanction the payment of the premium out of the Vote for Incidentals. Executive officer.

52. Every Officer, Warrant and Non-Commissioned Officer holding a position in the Militia Forces, which is a guaranteed office under these Regulations, shall contribute to the Guarantee Fund established by and in accordance with Treasury Regulations. Payment of premium. Citizen Forces.

Premiums,
source from
which payable.

53. The premiums payable under the preceding Regulation shall be a charge against the Corps Contingent Allowance of the regiments or corps in respect of which the guaranteed offices are held, and such premiums shall be paid to the District Paymaster, who will be held responsible for the collection of such premiums, and that the moneys so collected are paid to the credit of the Trust Fund, Fidelity Guarantee Account.

Definition of
"officer."

54. Where the term "officer" is used in the Treasury Regulations, and referred to in these Regulations, it shall be held to include "Officer, Warrant and Non-Commissioned Officer, or other person in the Military Forces."

Premiums,
payment of
portion.

55. The annual premiums shall be paid as provided in Treasury Regulations. In the event of a Permanent Officer who has paid the yearly premium vacating a guaranteed position, his successor shall pay him the proportionate amount of the premium for the unexpired portion of the financial year.

CANTEENS.

Canteens.

56. In cases where arrangements do not exist in regiments or corps for a Brigade or Regimental Canteen—

Tenders.

(a) An Officer appointed to the command of a Camp of Continuous Training may be authorized to call for and approve of any tenders received for the sale of groceries, booths for non-alcoholic liquors, barber's shops, &c.

Balance-sheet.

(b) He shall forward a list of accepted tenders, accompanied by a balance-sheet, showing the amounts received, and the manner in which they have been disposed of, to the Deputy Assistant Quartermaster-General of the District, for the information of the Commandant and the District Paymaster.

Settlement of
accounts.

(c) On the conclusion of a camp, steps shall be immediately taken to settle all accounts in connection therewith, and the nett proceeds distributed without delay.

Division of
nett proceeds.

(d) The moneys so received shall be divided proportionately between each regiment or corps or portion of same in camp, and forwarded to the respective Commanding Officers, who shall give receipts for amounts received, and same shall be attached to documents forwarded to the Deputy Assistant Quartermaster-General.

Receipts to
Corps Funds
and expenditure
of.

(e) Sums so received by Commanding Officers shall be paid into the Public Moneys Account of the regiment or corps, to be used at the discretion of the Commanding Officer in providing Games, Gymnastic Gear, &c., &c., for Regimental Recreation Rooms, Prizes for Competitions of a military character, or for the necessary expenditure for the benefit of the Troops in Camp. In addition to the entries made in the Cash Book, a separate record shall be kept, showing all transactions of receipt and expenditure under this Regulation.

Amended by
S.R. 45/1915.

57. No Warrant Officer, Non-Commissioned Officer, or man of the Militia Forces appointed to serve in a canteen as authorized by Regulations, shall receive pay therefor in addition to the pay appertaining to his position in the Military Forces. The approval of the Commandant must be obtained before any payment is made to a member of the Defence Force for services rendered in connexion with a canteen. Payments not allowed.

PART IV.

PAY OF PERMANENT FORCES.

58. All persons on first appointment to the Permanent Forces shall draw pay and allowances from the date on which they commence duty only, and not from any earlier date. First appointments.

59. No person holding a contract with the Defence Department shall be eligible to hold a permanent appointment in the Defence Department or to hold a temporary appointment as Area Officer, nor shall any member of any Australian Parliament be eligible to hold an appointment as an Area Officer. Persons ineligible to hold appointments.

60. In every case where a salary provided in accordance with these Regulations has an annual or a biennial increment attaching to it, such increment shall be payable when the Officer, Warrant Officer, Non-Commissioned Officer, or man has been in receipt of such salary for a period of not less than twelve months or two years (as the case may be), unless otherwise provided under Regulations, the right to receive such increment in any year shall depend upon good and diligent conduct and efficiency. If, in the opinion of the Commandant, any Warrant Officer, Non-commissioned Officer, or man is not entitled to an increment, he may issue an order directing that it shall not be paid. Increments shall be payable from the first day of the month following the date they accrue. Substituted by S.R. 1914/100.

60A. Notwithstanding anything contained in these Regulations, increments accruing during the financial years 1914-1915, 1915-1916, 1916-1917, and 1917-1918, which are dependent upon qualifying for the next step of rank, may, on the approval of the Minister, be paid to the member concerned, notwithstanding that he has not so qualified, if the Chief of the General Staff certifies that it has been impracticable to conduct the prescribed examinations. Inserted by S.R. 294/16, 22.9.16.

61. Officers and others in excess of the authorized number of any rank may be carried on the strength, provided that there are vacancies in higher ranks, and that the total Establishment be not exceeded. Variation of Establishment.

62. All persons whose pay is governed by these Regulations shall on promotion to a rank or position carrying a higher rate or improved conditions of pay draw such pay from the date of promotion, provided that if the duties of the higher rank or position are not taken up within one month from the date of promotion the higher rate of pay shall only be drawn from the date of actually taking up duty or from such date as the Minister may direct. Amended by S.R. 125/15.

63. Officers returning to their Regiment or Corps after holding a position for which they were paid at a higher rate than the regimental pay of their rank, shall revert to the latter. Officers relinquishing special positions

Temporary,
Brevet rank,
&c.

Inserted by
S.R. 61/1915.

64. Officers holding Temporary, Brevet, Honorary, or acting rank (or appointment) shall receive the rates of pay fixed for their substantive rank (or permanent appointment). Officers temporarily holding higher rank shall, after a period of six months, on the approval of the Minister, be paid the maximum pay of their substantive rank.

Pay includes all
allowances.

65. Consolidated rates of pay shall include all allowances, except as prescribed in Part X. of these Regulations, and except an allowance equal to, or a refund of the actual amount paid for, horse hire as prescribed when it is necessary and the Officer is detailed to attend an ordered mounted parade.

Daily pay.

66. Daily rates of pay shall be payable for seven days per week, unless otherwise provided.

Inserted by
S.R. 1914/104.

66A. When barrack accommodation is not available for an unmarried member of the Permanent Forces not on consolidated pay, an allowance of a sum not exceeding One shilling per diem, irrespective of rank, may be paid in lieu thereof after receipt of approval by the Military Board.

G.C. Medal, &c.

67. A soldier of the Permanent Forces who is discharged with not less than a "good" character, and re-enlists within a period of two years in the Regiment or Corps from which he was discharged, shall be permitted to count his previous service in such Regiment or Corps towards Good Conduct Pay and the award of—

The Medal for Long Service and Good Conduct.

The Medal for Meritorious Service.

Quartermasters,
pay of.

68. The consolidated rates of pay for Quartermasters of the Permanent Forces shall, except where otherwise prescribed in these Regulations, be £300 to £400 per annum (four biennial increments of £25), and shall be subject to a deduction, if in occupation of quarters, in accordance with Regulation 102.

Regulation,
applicability of.

Warrant and Non-Commissioned Officers of the Permanent Forces in receipt of a higher rate of pay than the minimum herein prescribed, will, on promotion to rank of Quartermaster, be permitted to retain such higher rate. This Regulation shall not apply to Quartermasters of the Permanent Army Service Corps, Remount Section.

W. & N.C.O.'s
appointed to
A. I. Staff.

69. Warrant and Non-Commissioned Officers granted temporary appointments to the Administrative and Instructional Staff (Officers) under the provisions of Australian Military Regulation 59 shall be paid a fixed consolidated salary of £300 per annum.

Pay of, and
provision of
horse.

The Regulations regarding the provision of horses and horse hire, which apply in the case of Officers permanently appointed to the Administrative and Instructional Staff (Officers) shall also apply in the cases of those temporarily appointed under Australian Military Regulation 59.

Boys, enlistment
of, and pay.

70. Boys enlisted in the Permanent Forces under the provisions of A.M. Regulation 311 shall be paid at the rate of 1s. 9d. per diem, of which 9d. per diem shall be withheld until they reach the age of eighteen years, or date of discharge if previously discharged, when the amount so withheld will be payable to them, less the unexpired value of any kit and clothing issued to them.

ROYAL AUSTRALIAN ARTILLERY (FIELD AND GARRISON).

PAY OF OFFICERS.

71. The consolidated rates of pay of officers are as follow :— Pay of
2nd Lieutenants,
R.A.A.
2nd Lieutenant.—£200 to £225 per annum.

Increments—

Increments, 2nd
Lieutenants.

- (i) On completion of twelve months' service, and subject to favorable report by Commandant, £15 per annum.
- (ii) On completion of two years' service (including one year at £215 per annum), and subject to passing Short Course of Gunnery, £10 per annum.

Lieutenant.—£250 to £350.

Amended by
S.R. 124/1915.

Increments—

- (i) On completion of two years' service as Lieutenant, and subject to favorable report by the Com- Increments,
Lieutenants. mandant, £25 per annum.
- (ii) On completion of four years' service as Lieutenant (including two years' at £275 per annum) subject to passing for Captain or Gunnery Staff Course, and favorable report by the Commandant, £25 per annum.
- (iii) On completion of six years' service as Lieutenant (including two years' at £300 per annum), and subject to favorable report by the Commandant, £25 per annum.
- (iv) On completion of eight years' service as Lieutenant (including two years' at £325 per annum), and subject to favorable report by the Commandant, £25 per annum.

Captain.—£375 to £450 per annum.

Captains.

Increments.—Three annual increments of £25 per annum, provided, however, that the second increment shall not be admissible unless and until the officer has qualified for the next step of rank.

Major.—£475 to £550 per annum.

Field Officers.

Increments.—Three annual increments of £25 per annum, provided, however, that the second increment shall not be admissible unless and until the officer has qualified for the next step of rank.

Lieutenant-Colonel.—£575 to £625 per annum.

Increments.—Two annual increments of £25 each.

Colonel.—£650 to £725 per annum.

Increments.—Three annual increments of £25 each.

NOTES.

(1) All increments shall be dependent on the approval of the Minister, and provision being made by Parliament. Increments,
when payable

(2) The foregoing rates shall be subject to a deduction for the value of Government Quarters occupied in accordance with Regulation 102. Deduction for
quarters.

Pay of Warrant
Officers, Non-
Commissioned
Officers, and
Men, R.A.A.

PAY OF WARRANT OFFICERS, NON-COMMISSIONED OFFICERS, AND MEN.
72 (a)—

Rank and Appointment.	R.A.F.A.		R.A.G.A.	
	Rates of Pay Consolidated per Annum.	Daily Rates of Pay.	Rates of Pay Consolidated per Annum.	Daily Rates of Pay.
Warrant Officer— Master Gunner, 1st Class Armament Clerk (1st Class Master Gunner)	£240 to £285 Increments. — Three biennial increments of £15 each, subdivisional rates being— £240, £255, £270, £285	..	£240 to £285 Increments. — Three biennial increments of £15 each, subdivisional rates being — £240, £255, £270, £285	..
Substituted by S.R. 1915/7, to operate from 1.7.1916. Warrant Officer— Master Gunner, 2nd Class Regimental Sergeant-Major, Bandmaster	£210 to £254 Increments. — Two biennial increments of £12 each, a long service increment of £10 on completion of 3 years' service at £234 per annum, and a further £10 per annum on completion of 3 years' service at £244 per annum, subdivisional rates being— £210, £222, £234, £244, £254	..	£210 to £254 Increments. — Two biennial increments of £12 each, a long service increment of £10 on completion of 3 years' service at £234 per annum, and a further £10 per annum on completion of 3 years' service at £244 per annum, subdivisional rates being — £210, £222, £234, £244, £254	..
Master Gunner, 3rd Class Regimental Quartermaster-Sergeant	£192 to £204 Increments.—One increment of £12 on completion of 2 years' service in that rank, subdivisional rates being — £192, £204	..

Pay of Warrant Officers, Non-commissioned Officers, and Men—*continued.*

Rank and Appointment.	R.A.F.A.		R.A.G.A.	
	Rates of Pay Consolidated per Annum.	Daily Rates of Pay.	Rates of Pay Consolidated per Annum.	Daily Rates of Pay.
<i>Battery Sergeant-Major</i>	..	7s. 6d. per diem and allowances
<i>Company Sergeant-Major</i>	6s. 6d. to 7s. per diem and allowances. Increment of 6d. per diem after 6 years' service in rank of Company Sergeant-Major
<i>Battery Quartermaster-Sergeant</i>	..	6s. 6d. per diem and allowances
<i>Company Quartermaster-Sergeant</i>	6s. to 6s. 3d. per diem and allowances; long service increment of 3d. per diem after 3 years' service as Company Quartermaster Sergeant or Staff Sergeant (Orderly Room)
<i>Staff Sergeant (Orderly Room)</i>	
<i>Staff Sergeant (Master Tailor)</i>	£183	Inserted by S.R. 1914/39, to operate from 1.1.1914.
<i>Sergeant-Farrier</i> <i>Sergeant Fitter or Wheeler</i> <i>Sergeant Saddler</i> }	..	6s. 9d. per diem and allowances
<i>Sergeant</i>	..	5s. 9d. per diem and allowances	..	5s. 6d. per diem and allowances

Pay of Warrant Officers, Non-commissioned Officers, and Men—*continued.*

Rank and Appointment.	R.A.F.A.		R.A.G.A.	
	Rates of Pay Consolidated per Annum.	Daily Rates of Pay.	Rates of Pay Consolidated per Annum.	Daily Rates of Pay.
<i>Corporal</i>	4s. 9d. per diem and allowances	..	4s. 6d. per diem and allowances
<i>Bombardier</i>	4s. 6d. per diem and allowances	..	4s. 3d. per diem and allowances
<i>Acting Bombardier</i>	4s. per diem and allowances	..	3s. 9d. per diem and allowances
<i>Saddler</i> .. <i>Shoeing Smith</i> <i>Fitter or Wheeler</i> }	..	4s. 3d. per diem and allowances
<i>Gunner, Trumpeter, and Driver</i>	..	3s. 9d. per diem and allowances	..	3s. 6d. per diem and allowances
<i>Storeman for Field Artillery Batteries (Militia Forces)</i>	£134 to £156; 4 annual increments, 1 of £4, 3 of £6	Inserted by S.R. 1914/87, to operate from 1.7.1913.
<i>Cooks</i>	£2 per week, rations and quarters; or, if on the married establishment, lodging allowance may be paid in lieu of room.			Amended by S.R. 17/1916, to operate from 1.7.1914.

All increments shall be dependent on the approval of the Commandant, and provision being made by Parliament.

NOTES.

Allowances,
definition of.

(1) Where "allowances" are prescribed in addition to the rate of pay, the term "allowances" shall mean that quarters, rations, fuel and light, medical attendance, hospital, and uniform shall be provided free by the Government.

W.O.'s higher
rates.

(2) A Warrant Officer in receipt of a salary higher than the minimum herein prescribed for a 1st Class Master Gunner shall on promotion or appointment to the latter rank be allotted the next higher subdivisional rate of pay to that which he was in receipt of prior to such appointment or promotion.

(b) *Good Conduct Pay (Acting Bombardiers, Gunners, Shoeing Smiths, Saddlers, Fitters, Wheelers, Drivers and Trumpeters only)*— Good Conduct Pay.

After two years' service, with good conduct, 2d. per day.

After four years' service, and if in possession of one good conduct badge for one year, 4d. per day.

After six years' service, and if in possession of two good conduct badges for one year, 6d. per day.

MARRIED ESTABLISHMENT.

73. (a) All married Warrant Officers and Non-commissioned Officers above the rank of Corporal, not drawing consolidated pay, shall be included on the married establishment. A married Non-commissioned Officer below the rank of Sergeant, or man, not drawing consolidated pay, who has served three years in the Permanent Forces, shall be entitled to be placed on the married establishment provided that he— Married establishment.
Amended by S.R. 15/1915.

(i) has informed his Commanding Officer of his intention to marry; and

(ii) has, if so required, produced a certificate, or other satisfactory evidence of his marriage, and provided that no soldier shall be taken on the married roll whose wife is not substantially of European origin or descent.

(iii) A soldier who, although he has completed three years' service, has neglected to inform his Commanding Officer of his intention to marry, shall only be brought on the married establishment from the date on which he informs the Commanding Officer, and produces the certificate or other satisfactory evidence of his marriage.

(iv) Provided that during the current war men who are married at date of enlistment may be included on the married establishment as from date of enlistment. Added by S.R. 14/1917.

(b) Warrant Officers, Non-commissioned Officers, and men on the married establishment shall be allotted public quarters where such are available; or a lodging allowance may be granted if not drawing consolidated pay, in lieu of quarters, where quarters are not available. Quarters.

(c) When public quarters are not available, lodging allowances, which include fuel, light, bedding, and other barrack store allowances, may be issued in cases where pay is not consolidated, according to the following scale :— Lodging Allowances.

Staff Sergeant 2s. 3d. per diem.

Sergeant 2s. 0d. per diem.

Rank and File, 2s. per diem in 2nd Military District;
1s. 6d. per diem in other Military Districts.

Amended by
S.R. 7/1916.

(d) When public quarters are allotted to a Warrant Officer, Non-Commissioned Officer, or man in receipt of a consolidated rate of pay, a deduction of one-tenth shall be made from such pay, unless otherwise approved by the Minister; approved deduction, however, not to exceed 2s. per diem. Deduction for quarters.

Single room.

(e) When a single room, together with fuel and light, in barrack or public quarters, is allotted to a Warrant Officer or Staff Sergeant drawing a consolidated rate of pay, stoppages from his pay shall be made as follows :—

(1) Ninepence per diem for the room, fuel and light, during the period for which the room is allotted to him.

(2) The contract price of rations, if supplied.

Quarters, during absence of wife, from Thursday Island and Townsville.

(f) A soldier on the married establishment stationed at Thursday Island or Townsville, compulsorily separated from his wife and family, on account of the ill-health of his wife, may be permitted to occupy quarters, as for an unmarried soldier, in Barracks, and in the case of a soldier not to continue to draw the lodging in receipt of a consolidated } allowance prescribed for his rank rate of pay, } without any deduction therefor,

or,

in the case of a soldier in receipt of a consolidated rate } without any deduction from such of pay, } consolidated pay;

provided that in such cases a medical certificate is given :—

(i.) By the Medical Officer in charge of troops at the place at which the soldier was stationed on transfer, that the wife of such soldier is unable, on account of ill-health, to proceed to Thursday Island or Townsville (as the case may be); or,

(ii.) By the Medical Officer in charge of Troops at Thursday Island or Townsville, that on account of ill-health the wife of the soldier is unable to remain at Thursday Island or Townsville (as the case may be).

Inserted by
S.R. 125/15.

The foregoing shall also apply to a soldier on the married establishment stationed at Thursday Island or Townsville who is separated from his wife and family for satisfactory reasons other than the ill-health of his wife, with the exception that, in lieu of a medical certificate, the approval of the Minister must first be obtained.

SPECIALIST AND SPECIAL DUTY PAY.

Specialist and
Special Duty
Pay.

74. The following shall be the rates of extra pay for Specialists and for special duty, in accordance with the Establishment authorized by the Military Board :—

Appointment.				Rate.
District Gunners	6d. per diem
Limber Gunners	6d. „
Gun Layers	3d. „
Gun Layers (automatic and rocking-bar sights)	1s. „
Range Takers	3d. „
Signallers	3d. „
Telephonists	3d. „

Appointment.	Rate.
Storeman	6s. per week
Storeman	1s. per diem and 6d. per diem
Clerks (1st Class)	6s. per week
Clerks (2nd Class)	6d. per diem
Musicians	6d. „
Mounted Orderlies	1s. „
Carters	at 6d. and 1s. „
Carters	at £12 per annum
Carpenter (Gunner)	1s. per diem
Gymnastic Instructor	1s. „
Boiler Attendant (Gunner)	6d. „
Schoolmaster	6s. per week
Assistant Tailor	9s. „
Cook, School of Gunnery	1s. per diem
Lampman for Gas Plant at Thursday Island	1s. „

NOTE.—Not more than half of each of these appointments shall be held by Non-commissioned Officers, and no Non-commissioned Officer above the rank of Corporal shall be eligible for any of them, except that of Schoolmaster, which may be held by a Sergeant.

EXTRA DUTY PAY—PERMANENT FORCES.

75. (a) When members of the Permanent Forces are called upon to perform work of a non-clerical nature for which it may be deemed expedient to grant extra pay, the following rates may be allowed by special approval of the Military Board:—

	Hourly.	Daily.
Staff Sergeant and Sergeant	5d. ...	2s. 6d.
Other N.C. Officers	4d. ...	2s.
Skilled Labour	4d. ...	2s.
Ordinary Labour	3d. ...	1s. 6d.

(b) Before claims for Special or Extra Duty Pay are submitted to the District Paymaster, the officer under whom the work is carried out must certify that the service has been properly performed, and he will be held personally responsible for any overpayment made. Claims to be certified.

(c) During the period of the war, Warrant and Non-commissioned Officers of the Instructional Staff who are employed in Australian Imperial Force Camps or Schools of Instruction may be allowed extra duty pay at the rate of 1s. 6d. per diem for each day on which they are so employed. Amended by S.R. 14/1917 to operate from 1.3.1916.

(d) During the period of the war, extra duty pay at the rate of 1s. 6d. per diem may also be paid to Warrant and Non-commissioned Officers of the Instructional Staff employed at Camps of Continuous Training for Citizen Forces provided that such members attend the Camp for a period exceeding sixteen days continuous. Operates from 1.7.16, vide S.R. 318/16.

TROPICAL PAY—PERMANENT FORCES.

76. The following extra pay, in addition to ordinary rates, shall be granted to members of the Permanent Forces, stationed at Thursday Island and Townsville who are not in receipt of a consolidated rate of pay. Those members in receipt of a consolidated Tropical Pay.

rate of pay shall draw District Allowance as prescribed in Regulation 233, in lieu of Tropical Pay.

	Thursday Island.		Townsville.	
Sergeant-Major	... 1s. 8d.	per diem	... 9d.	per diem
Quartermaster-Sergeant	1s. 8d.	„	9d.	„
Sergeant	... 1s. 4d.	„	8d.	„
Corporal	... 1s. 3d.	„	8d.	„
Bombardier	... 1s.	„	6d.	„
Gunner	... 9d.	„	6d.	„

ROYAL AUSTRALIAN ENGINEERS.

CONSOLIDATED PAY OF OFFICERS.

Pay and
increments of
Lieutenants
Engineers.

77. (a) Staff Officer for Works.—£350 to £450 per annum.
Increments.—Six annual increments of £15, and one of £10.

(b) *Cancelled by S.R. 61/1915.*

(c) *Cancelled.*

(d) Lieutenant.—£250 to £350 per annum.

Increments—

(i) On completion of two years' service as Lieutenant, and subject to favorable report by the Commandant, £25 per annum.

(ii) On completion of four years' service as Lieutenant (including two years' at £275 per annum), and subject to passing for Captain, and favorable report by the Commandant, £25 per annum.

(iii) On completion of six years' service as Lieutenant (including two years' at £300 per annum), and subject to favorable report by the Commandant, £25 per annum.

(iv) On completion of eight years' service as Lieutenant (including two years' at £325 per annum), and subject to favorable report by the Commandant, £25 per annum.

Captain,

(e) Captain.—£375 to £450 per annum.

Increments.—Three annual increments of £25 per annum, provided, however, that the second increment shall not be admissible unless and until the officer has qualified for the next step of rank.

Field Officer.

(f) Major.—£475 to £550 per annum.

Increments.—Three annual increments of £25 per annum, provided, however, that the second increment shall not be admissible unless and until the officer has qualified for the next step of rank.

(g) Lieutenant-Colonel.—£575 to £625 per annum.

Increments.—Two annual increments of £25 each.

NOTES.

Increments,
when payable.

Quarters,
deduction for.

(1) All increments shall be dependent on the approval of the Minister and provision being made by Parliament.

(2) The foregoing rates shall be subject to a deduction for the value of Government Quarters occupied, in accordance with Financial Regulation 102.

PAY OF WARRANT OFFICERS, NON-COMMISSIONED OFFICERS, AND MEN.
78 (a)—

Rank and Appointment.	Consolidated Rates of Pay per Annum.	Daily Rates of Pay.
		W.O.'s.
Warrant Officer— Draughtsman	£230 to £300 Increments.—£10 increment annually. Subdivisional rates being £230, £240, £250, £260, £270, £280, £290, £300	..
Instructor Military Foreman of Works Engineer Storekeeper Engineer Clerk Master of Steamer Topographer	£230 to £285 Increments.—Four annual increments of £10, and long-service increment of £15 after 3 years' service at £270 per annum. Subdivisional rates being £230, £240, £250, £260, £270, £285	Inserted by S.R. 1914/100. ..
		N.C.O.'s
Company Sergeant-Major— Regimental Duty Draughtsman Instructor Assistant Military Foreman of Works Engineer Clerk Military Mechanist Electrician Master of Steamer Topographer	£200 to £220 (uniform provided). Increments.—Two annual increments of £10. Subdivisional rates being £200, £210, £220	8s., and allowances Inserted by S.R. 1916/208, to operate from 1.5.1916.
Company Quartermaster Sergeant	7s. to 7s. 6d., and allowances (one increment of 3d. per day on completion of 3 years' service as Coy. Q.M. Sergt., a second increment of 3d. per day on completion of 3 years' service at 7s. 3d. per diem)
Sergeant— Regimental Duty	6s. 9d. to 7s. and allowances (one increment of 3d. per diem after 3 years' in rank of Sergeant)
Military Mechanist Electrician Assistant Military Foreman of Works	£190 to £200 (consolidated, but with uniform). Two annual increments of £5. Subdivisional rates being £190, £195, £200	Inserted by S.R. 208/1916, to operate from 1.5.1916.

Pay of Warrant Officers, Non-Commissioned Officers, and Men—*continued.*

Rank and Appointment.	Consolidated Rates of Pay per Annum.	Daily Rates of Pay.
N.C.O.'s— <i>continued.</i>		
Sergeant—		
Engine-driver ..	£186 to £196 (consolidated, but with uniform). Two annual increments of £5. Subdivisional rates being £186, £191, £196	..
Engineer Clerk ..		
Topographer ..		
Inserted by S.R. 78/1914, to operate from 1.7.1912.		
Corporal—		
Regimental Duty	6s. 3d. to 6s. 6d., and allowances (one increment of 3d. per diem after 3 years' service as Corporal)
Substituted by S.R. 1914/62, to operate from 1.7.1913.		
Engine-drivers	£160 to £178 (consolidated, but with uniform). One annual increment of £10, and one of £8	..
Engineer Clerks		
Storemen ..	£140 to £178 (consolidated, but with uniform). Two annual increments of £10, and one long-service increment of £9 after 3 years' service at £160, and long-service increment of £9 after 3 years' service at £169 per annum. Subdivisional rates being £140, £150, £160, £169, £178	..
2nd Corporal	6s. to 6s. 3d., and allowances. One increment of 3d. per diem after 3 years' service as 2nd Corporal
Sappers and others.		
Sapper—		
Regimental Duty	5s. 6d., and allowances
Stokers (Marine)	5s. 6d., and allowances
Deck Hands ..		
Cooks ..	£2 per week (or commuted allowance in lieu thereof) and room; or, if on the married establishment, lodging allowance may be paid in lieu of room	..
Amended by S.R. 33/1914, to operate from 1.7.1912.		

Increments.

All increments shall be dependent on the approval of the Commandant and provision being made by Parliament.

NOTES.

(1) Where "allowances" are prescribed in addition to the rate of pay, the term "allowances" shall mean that quarters, rations, fuel and light, medical attendance, hospital, and uniform shall be provided free by the Government. Definition of allowances.

(2) In lieu of a free issue of uniform, as provided in the foregoing, a sum not exceeding £5 per annum may be allowed to each member of the crew of the steam launch *Mars*. Inserted by S.R. 1914/80.

(b) *Good Conduct Pay (Sappers only).*

After two years' service with good conduct—2d. per diem.

After four years' service, and if in possession of one good conduct badge for one year—4d. per diem. Good Conduct Pay.

After six years' service, and if in possession of two good conduct badges for one year—6d. per diem.

MARRIED ESTABLISHMENT.

79. As for the Royal Australian Artillery, Regulation No. 73. Married Establishment.

ALLOWANCE WHILE STEAMERS ARE IN DOCK.

80. An allowance of 2s. per diem, to cover increased cost of living, may be paid to members of crews of submarine-mining steamers for each night required to live ashore while vessels are undergoing periodical overhaul in dock; provided it is necessary to vacate quarters on the vessels, and it is not possible to provide Government quarters ashore. Allowance while in Dock.

SPECIAL DUTY PAY.

81. Qualified Divers—not to exceed four in each State—shall receive an allowance of 2d. per diem, and when employed in diving operations, 1s. 6d. per hour, if approved by the Commandant. Qualifying examinations are to be held in December of each year, and examinees obtaining the highest number of marks will receive the extra duty pay of 2d. per diem for period 1st January to 31st December succeeding the date upon which the examination is held. Special Duty Pay, Divers.

81A. CENTRAL FLYING SCHOOL.

Pay of Warrant Officers, Non-Commissioned Officers, and Men. Inserted by S.R. 61/1915, 5.5.1915.

Rank and Appointment.	Consolidated Rates of Pay per Annum.
<i>Warrant Officer: Air Mechanic in charge of Repair Shop, Instructor</i>	£230 to £285 per annum. Increments—Four annual increments of £10 and long service increment of £15 after three years' service at £270 per annum. Subdivisional rates being £230, £240, £250, £260, £270, £285.
<i>Squadron Sergeant - Major: Air Mechanic, 1st class Instructor</i>	£200 to £220 per annum. Increments—Two annual increments of £10. Subdivisional rates being £200, £210, £220.
<i>Squadron Quarter - master - Sergeant: Storekeeper, Instructor</i>	£200 to £220 per annum. Increments—Two annual increments of £10. Subdivisional rates being £200, £210, £220.

Central Flying School—*continued*.

Rank and Appointment.	Consolidated Rates of Pay per Annum.
<i>Sergeant:</i> Air Mechanic, (1st class) Draughtsman	£190 to £200 per annum. Increments—Two annual increments of £5. Subdivisional rates being £190, £195, £200.
<i>Corporal:</i> Air Mechanic (2nd class)	£160 to £178 per annum. Increments—One annual increment of £10, and one of £8. Subdivisional rates being £160, £170, £178.
<i>Private:</i> Air Mechanic (3rd class)	£132 to £156 per annum. Increments—Two biennial increments of £12.

Inserted by S.R.
17/1916.

AUSTRALIAN SURVEY CORPS.

Consolidated Pay of Officers.

Pay increments
of officers.

81B. Lieutenant.—£250 to £350 per annum. Four biennial increments of £25 per annum.

Captain.—£375 to £450 per annum. Three annual increments of £25 per annum.

(1) The payment of any increment is subject to the satisfactory performance of the Officer's duties, and is dependent upon the Minister's approval and provision being made by Parliament.

(2) The foregoing rates shall be subject to a deduction for the value of Government quarters occupied, in accordance with Financial Regulation 102.

81C. *Pay of Warrant Officers and Non-Commissioned Officers.*

Warrant Officer (Draughtsman).—£230 to £300 per annum. Increments—£10 annually. Subdivisional rates being £230, £240, £250, £260, £270, £280, £290, £300.

Warrant Officer (Topographer).—£230 to £285 per annum. Increments—Four annual increments of £10, and long service increment of £15 after three years' service at £270 per annum. Subdivisional rates being £230, £240, £250, £260, £270, £285.

Company Sergeant-Major (Topographer).—£200 to £220 per annum. Increments—Two annual increments of £10. Subdivisional rates being £200, £210, £220.

Sergeant (Topographer).—£186 to £196 per annum. (Consolidated) two annual increments of £5. Subdivisional rates being £186, £191, £196.

Corporal (Topographer).—£160 to £178 per annum. (Consolidated) one annual increment of £10 and one of £8.

(1) All increments shall be dependent on the approval of the Commandant and provision being made by Parliament.

(2) Warrant Officers in receipt of more than £250 per annum shall, upon promotion to commissioned rank, continue to receive the higher rate.

Uniform.—On appointment, topographers may receive an allowance of £10 for uniform, payable on production of vouchers for authorized articles.

Inserted by S.R.
17/1916.

AUSTRALIAN ARMY SERVICE CORPS.

82. (a) Pay of Officers (to be as prescribed for Administrative and Instructional Staff). Pay—All ranks.

(b) Pay of Warrant Officers, Non-commissioned Officers, and Men.

Rank and Appointment.	Consolidated Rates of Pay per Annum.	Daily Rates of Pay.
<i>Warrant Officer</i>	£210 to £254 Increments.—Two biennial increments of £12 each, a long service increment of £10 on completion of 3 years' service at £234 per annum, and a further £10 per annum on completion of 3 years' service at £244 per annum; subdivisinal rates being—£210, £222, £234, £244, £254	..
<i>Company Sergeant-Major</i>	6s. 9d. and allowances
<i>Company Quartermaster-Sergeant</i>	..	6s. 6d. and allowances
<i>Sergeant</i>	5s. 9d. and allowances
<i>Corporal</i>	4s. 10d. and allowances
<i>Shoeing Smith</i>	4s. 3d. and allowances
<i>Saddler</i>	4s. 3d. and allowances
<i>Private or Driver</i>	3s. 9d. and allowances

All increments shall be dependent on the approval of the Commandant, and provision being made by Parliament. Increments.

Provided that Non-Commissioned Officers who held the rank of Farrier Sergeant prior to the 1st August, 1916, and who are promoted to the rank of Company Quartermaster-Sergeant, shall continue to draw pay at the rate of 6s. 9d. per diem with allowances. Amended by S.R. 251/16, to come into operation from 1.8.1916.

NOTE.

Where "allowances" are prescribed in addition to the rate of pay, the term "allowances" shall mean that quarters, rations, fuel and light, medical attendance, hospital, and uniform shall be provided free by the Government. Definition of allowances.

(c) *Good Conduct Pay (Lance-Corporals, Shoeing Smiths, Privates, and Drivers only).*

As for the Royal Australian Artillery, Regulation 72 (b).

Inserted by S.R. 1914/58, to operate from 1.7.1913.

(d)

*Good Conduct Pay.***Amended by
S.R. 7/1916.**

Corps pay at the rate of 9d. per day will be paid to all Non-Commissioned Officers and men of the Remount Sections, and to Drivers of the Transport Sections, Australian Army Service Corps.

MARRIED ESTABLISHMENT.**Amended by
S.R. 7/1916.**

83. As for the Royal Australian Artillery, Regulation 73.

Remount Sections.—Members of the Remount Sections and Drivers of the Transport Sections who are not provided with quarters will receive the lodging allowance prescribed in Regulation 73, which will include fuel, light, bedding, and other barrack store allowances. Members enlisted as married men will be borne on the married establishment, notwithstanding their service is less than three years.

SPECIAL DUTY PAY.

Pay of Clerk.

84. Clerk

...

...

...

... 1s. per diem

AUSTRALIAN ARMY MEDICAL CORPS.

Pay of. 85. (a) Pay of Warrant Officers, Non-Commissioned Officers, and Men.

Bank and Appointment.	Consolidated Rates of Pay per Annum.	Daily Rates of Pay.
<i>Warrant Officer</i>	£210 to £254 Increments.—Two biennial increments of £12 each, a long service increment of £10 on completion of 3 years' service at £234 per annum, and a further £10 per annum on completion of 3 years' service at £244 per annum; subdivisional rates being—£210, £222, £234, £244, £254	..
<i>Sergeant</i>	6s. 9d. and allowances
<i>1st Corporal</i>	5s. 9d. and allowances
<i>2nd Corporal</i>	4s. 9d. and allowances
<i>Storeman</i>	£134 to £156. Increments—One of £4 and three of £6	Inserted by S.R. 1914/135, to operate from 1.7.1914.
<i>Private</i>	3s. 9d. and allowances

Increments.

All increments shall be dependent on the approval of the Commandant and provision being made by Parliament.

NOTE.

Where "allowances" are prescribed in addition to the rate of pay, the term "allowances" shall mean that quarters, rations, fuel and light, medical attendance, hospital, and uniform shall be provided free by the Government. Definition of "Allowances."

(b) Good Conduct Pay (Lance-Corporals and Privates only).

As for the Royal Australian Artillery, Regulation 72 (b).

Good Conduct Pay.

MARRIED ESTABLISHMENT.

86. As for the Royal Australian Artillery, Regulation 73.

Married Establishment.

SPECIAL DUTY PAY.

87. Compounder	2s. per diem.	Special Duty Pay.
Orderly-room Clerk	1s. "	
Storeman, Ambulance Depôt	1s. "	
Cook (patients in hospital and <i>personnel</i>)	6d. "	

NOTE.—Special Duty Pay shall not be allowed in the cases of Non-Commissioned Officers above the rank of Corporal.

AUSTRALIAN ARMY VETERINARY CORPS.

Inserted by S.R. 7/1916.

VETERINARY OFFICERS.

87A. (a) The pay of Officers of the Australian Army Veterinary Corps (Permanent) will be—

Veterinary Officers.

Lieutenants.—£300 to £425 per annum.

Increments.—Five biennial increments of £25 per annum.

Captains.—£450 to £500 per annum.

Increments.—Two biennial increments of £25 per annum.

In districts where there is no Officer of the Australian Army Veterinary Corps (Permanent), an allowance, approved by the Minister, may be paid to an Officer of the Australian Army Veterinary Corps (Militia) for duties in connexion with horses of the Permanent Military Establishment, and, when no such Officer is available, the allowance may be paid to a civilian veterinary practitioner. Veterinary services, provision for in certain cases.

NOTES.

(1) All increments shall be dependent on the approval of the Minister, and provision being made by Parliament. Increments, how payable.

(2) The foregoing rates shall be subject to a deduction for the value of Government quarters occupied in accordance with Financial Regulation 102. Deduction for quarters.

WARRANT OFFICERS, NON-COMMISSIONED OFFICERS, AND MEN.

(b) Sergeant.—6s. 6d. per diem, and allowance.

MARRIED ESTABLISHMENT.

(c) As for the Royal Australian Artillery, Regulation 73.

NOTE.

Where "allowances" are prescribed in addition to the rate of pay, the term "allowances" shall mean that quarters, rations, fuel and light, medical attendance, hospital, and uniform shall be provided free by the Government. Definition of allowances.

ORDNANCE DEPARTMENT AND RIFLE RANGE SERVICES.

88. The positions held by members of the Ordnance Department and Rifle Range Staffs (other than those serving under the Public Service Act) shall be arranged in grades, as set forth in the following Schedule. Except where otherwise provided, the limits of salary to be paid to a member occupying any office designated in such Schedule shall be as prescribed therein in respect to such office. Position and Grade.

To hold higher rate.

Where a member is already in receipt of a higher rate of pay than prescribed in this Regulation, he shall continue to receive such higher rate of pay while holding the office.

Office.	Grade.	Salary.		Increments (Annual).	Remarks.
		Minimum.	Maximum.		
		£	£	£	Rates of Pay and Increments.
Armourer	II.	174	186	6	(1)
"	III.	198	210	6	(1)
"	IV.	..	228	..	(1)
"	V.	..	240	..	(1)
"	VI.	252	276	..	(2)
Armourer-Assistant ..	I.	144	156	6	To be advanced to next grade after one year's service at maximum
"	II.	162	168	6	
Blacksmith	II.	..	168	..	
Blacksmith's Striker..	I.	134	150	1 of £4 2 of £6	
Caretaker	I.	134	156	1 of £4 3 of £6	(1)
"	II.	162	180	6	(1)
Carpenter	II.	168	186	6	
Inspector of Rifle Ranges	VI.	250	295	15	To be advanced to next grade only if qualified as licensed surveyor, after one year's service at maximum
"	VII.	310	380	4 of £15 1 of £10	Operates from 1.7.13, vide S.R. 34/1914.
Labourer	I.	134	138	4	
Range Assistant ..	I.	134	156	1 of £4 3 of £6	
Banger	I.	144	156	6	
Range Foreman*	II.	168	186	6	(4)
"	III.	192	210	6	
Range Clerk	III.	200	210	10	(3)
"	IV.	220	230	10	
"	V.	..	240	..	
"	VI.	..	250	..	
Range Superintendent	III.	192	210	6	(1)
"	IV.	216	228	6	(1)
"	V.	..	240	..	
Storeman	I.	134	156	1 of £4 3 of £6	
Storeman, Foreman ..	II. and	186	192	6	S.R. 126/15, operates from 1.7.14.
"	III.	..	198	..	
"	III.	..	210	..	
Storeman, Senior ..	II.	162	180	6	Inserted by S.R. 1914/30, to operate from 1.3.1914.

* Former designation "Inspecting Ranger."

ORDNANCE DEPARTMENT AND RIFLE RANGE SERVICES—*continued*

Office.	Grade.	Salary.		Increments (Annual).	Remarks.
		Minimum.	Maximum.		
Storeman Magazine ..	I.	£ 144	£ 156	6	To be advanced to next grade after one year's service at maximum
" " " " ..	II.	..	168	6	Inserted by S.R. 1914/171, to operate from 1.7.1913.
Saddler-in-Charge ..	II.	162	168		
Saddler and Harness-maker	I.	..	156		
Sailmaker ..	I.	..	156		
Watchman ..	I.	..	134		
Grades ..	I.	134	156		
	II.	162	186		
	III.	192	210		
	IV.	216	230		
	V.	234	240		
	VI.	250	295		
	VII.	310	380		

NOTES.

(1) Advancement to higher grade shall be dependent on vacancies occurring or reclassification of position.

(2) No increments are provided in this grade. Salaries shall be such as may be determined from time to time by the Minister.

(3) Range Clerks will be eligible for appointment as Inspectors, subject to passing the necessary examination and qualifying as licensed surveyors.

(4) Range Foremen will be eligible for appointment as Range Clerks subject to passing a qualifying examination.

Appointments to positions included in the above schedule shall be made by the Minister.

Notwithstanding anything contained in this Regulation, in any case where an increment would be deferred, owing to the provisions of this Regulation, beyond the date upon which it would otherwise have accrued, the increment may be granted from such date.

The grade of a member under the provisions of this Regulation shall be that corresponding to his designation, provided that a member who is receiving, at the date of this Regulation, less than the minimum salary of his grade as provided thereunder, may be granted such minimum salary as from 1st March, 1913; and provided further that where the same designation occurs in two or more grades, the grade of the member shall be that corresponding in rate of pay to the grading of his office prior to the issue of this Regulation.

When public quarters are allotted to a member of the Ordnance Department or Rifle Range Services, a deduction of one-tenth shall be made from his pay.

INSPECTION OF WARLIKE STORES STAFF.

Operates from
1st March, 1914,
vide S.R.
35/1914.

88A. The following shall be the scale of pay (inclusive of rations and all other allowances other than travelling allowances) for members of the Inspecting Staff in the Department of the Chief of Ordnance :—

Designation.	Rate per Annum.		Remarks.
	Mini- mum.	Maxi- mum.	
	£	£	
Warrant Officer in Charge Proof Ground (1st Class Master Gunner)	240	285	Biennial increments of £15
Senior Viewer	180	200	Biennial increments of £10
Viewer	144	156	} Annual increments of £6
Storeman	138	156	
Labourer	138	156	

PAY OF ARMAMENT ARTIFICERS.

Pay of
Armament
Artificers.
Operates from
1.1.1916, vide
S.R. 18/1916.

89. (a) The following shall be the scale of pay (inclusive of rations and all allowances other than travelling and uniform allowances) to govern all future appointments, promotions, or increments :—

Rank.	Minimum per Annum.	Maximum per Annum.	Increments.
	£	£	£ s.
Warrant Officer Artificers	220	250	7 10 (Annual)
Armament Artificers ...	188	203	7 10 (Annual)
Artificers' Labourers ...	146	165	9 10 (Biennial)

Deduction for
quarters.

(b) If occupying quarters, a deduction of one-tenth shall be made from the pay.

(c) Increments are payable subject to provision being made by Parliament, and approval of Commandant.

(d) Warrant Officer Artificers, Armament Artificers, and Artificers' Labourers shall receive uniform allowance at the rate of £5 per annum, and shall provide themselves with uniform as prescribed.

(e) Notwithstanding anything contained in this Regulation, in any case where an increment would be deferred, owing to the provisions of this regulation, beyond the date upon which it would have accrued, the increment may be granted from such date.

(f) Any member who was receiving, at the date of this Regulation, less than the minimum salary of his position as provided thereunder, may be granted such minimum salary as from 1st January, 1916.

CREW OF THE STEAM LAUNCH "MARS."

90—

Pay of.

Rank and Appointment.	Consolidated Rates of Pay per Annum.	Daily Rates of Pay.
<i>Coxswain</i>	(To be as prescribed for Master of Steamer (Coy. Sergt.-Major) of R.A.E.)	..
<i>Engine-driver</i>	(To be as prescribed for Sergeant Engine-driver, R.A.E.)	..
<i>Deckhand</i> <i>Stoker</i>	(To be as prescribed for these ratings in R.A.E.)

All increments shall be dependent on the approval of the Commandant and provision being made by Parliament.

ADMINISTRATIVE AND INSTRUCTIONAL STAFF.

91. Pay of Officers—

2nd Lieutenant.—£200 to £225 per annum.

Increments—

- (i.) On completion of twelve months' service, and subject to favorable report by the Commandant, £15.
- (ii.) On completion of two years' service (including one year at £215 per annum), and subject to favorable report by the Commandant, £10 per annum.

Pay and
Increments of
Officers.
2nd Lieut.

Amended by
S.R. 104/1914.

Lieutenant.—£250 to £350 per annum.

Increments—

- (i.) On completion of two years' service as Lieutenant, and subject to favorable report by the Commandant, £25 per annum.
- (ii.) On completion of four years' service as Lieutenant (including two years at £275 per annum), subject to passing for Captain and to favorable report by the Commandant, £25 per annum.
- (iii.) On completion of six years' service as Lieutenant (including two years at £300 per annum), and subject to favorable report by the Commandant, £25 per annum.
- (iv.) On completion of eight years' service as Lieutenant (including two years at £325 per annum), and subject to favorable report by the Commandant, £25 per annum.

Captain.—£375 to £450 per annum.

Increments.—Three annual increments of £25 per annum, provided, however, that the second increment shall not be admissible unless and until the officer has qualified for the next step of rank.

Major.—£475 to £550 per annum.

Increments.—Three annual increments of £25 per annum, provided, however, that the second increment shall not be admissible unless and until the officer has qualified for the next step of rank.

Lieutenant-Colonel.—£575 to £625 per annum.

Increments.—Two annual increments of £25 each.

Colonel.—£650 to £725 per annum.

Increments.—Three annual increments of £25 each.

Portion deleted
by S.R.
7/1916.

Increments, how
payable.

Deduction for
quarters.

(1) All increments shall be dependent on the approval of the Minister and provision being made by Parliament.

(2) The foregoing rates shall be subject to a deduction for the value of Government quarters occupied in accordance with Financial Regulation 102.

92. *Cancelled.* Vide S.R. 211/1915.

NOTES.

PAY OF WARRANT OFFICERS AND NON-COMMISSIONED OFFICERS OF THE INSTRUCTIONAL STAFF.

Pay, all ranks. 93. (a)—

Rank and Appointment.	Consolidated Rates of Pay per Annum.
Garrison Sergeant-Major ..	£240 to £285 Increments.—Three biennial increments of £15 each; subdivisinal rates being—£240, £255, £270, £285
Staff Regimental Sergeant-Major	£210 to £254 Increments.—Two biennial increments of £12 each, a long service increment of £10 on completion of three years' service at £234 per annum, and a further £10 per annum on completion of 3 years' service at £244 per annum; subdivisinal rates being—£210, £222, £234, £244, £254
Staff Sergeant-Major ..	£156 to £204 Increments.—Biennial increments of £12 each; subdivisinal rates being—£156, £168, £180, £192, £204

Increments, when payable. All increments shall be dependent on the approval of the Commandant and provision being made by Parliament.

NOTES.

Subdivisional
rate of W.O.

(a) A Staff Regimental Sergeant-Major in receipt of a salary higher than the minimum herein prescribed for a Garrison Sergeant-Major, shall, on promotion or appointment to the latter rank, be allotted the next higher subdivisional rate of pay to that which he was in receipt of as a Staff Regimental Sergeant-Major.

Previous pay,
retention of.

(b) A Non-Commissioned Officer of the Permanent Forces appointed to the Instructional Staff, whose pay and commuted allowances for uniform, fuel, light, rations, and quarters at the time of such appointment exceed the minimum rate of consolidated pay, as above provided for a Staff Sergeant-Major, shall be paid such higher rate until he is promoted to a rank or subdivision carrying an equivalent or higher rate of pay, or until such time as he

would be enabled by ordinary increments to reach an equivalent or higher rate of pay, had he been appointed at the minimum rate prescribed.

(c) The establishment of the different ranks shall be as from Establishment. time to time provided for on the Estimates, and approved by Parliament.

(d) All appointments shall be to the lowest rank and at the minimum salary except as provided in (b). First appointments.

(e) When public quarters are allotted to a Warrant or Non-Commissioned Officer in receipt of a consolidated rate of pay, a deduction shall be made in accordance with Regulation 102. Deduction for quarters.

(f) If in receipt of such an allowance on the date of coming into force of this Regulation, a Warrant or Non-Commissioned Officer of the Instructional Staff required to provide a horse shall continue to draw horse allowance at the rate of £30 per annum. A Warrant or Non-Commissioned Officer resident in the metropolitan area, within a radius of 8 miles from the General Post Office, or District Head-Quarters, when required to be mounted after the date of coming into operation of these Regulations, shall be provided with a horse from the contractor if one cannot be made available by the Department, and not draw the allowance. In country or other places where no contract exists, cost of reasonable horse hire will be paid upon production of receipts. An Instructor while absent abroad for duty shall not draw horse allowance unless he leaves a suitable horse available for the use of the Instructor temporarily performing his duties, whose certificate that the horse is available shall be required before payment of the horse allowance is made. Horse allowance. Horse hire may be paid. When absent on duty.

(g) A Non-Commissioned Officer of the Instructional Staff shall, on first appointment, receive a sum not exceeding £10 for the purchase of such articles of uniform as may be approved by the Military Board. Claim must be supported by vouchers, and be approved by the Commandant. Uniform allowance.

94. Persons appointed to a Special School of Instruction (Defence Act 21B) for the training of an Instructional Staff of Non-Commissioned Officers shall be granted pay at the minimum rate prescribed for Non-Commissioned Officers of the Instructional Staff (Regulation 93) together with uniform and rations or allowance in lieu, as may be approved by the Minister. Special School of Instruction for the Training of an Instructional Staff of Non-Commissioned Officers.

MILITARY STAFF CLERKS.

95. (1) Military Staff Clerks shall be classified as under :—

Class.	Annual Salary of Subdivision or Class.									
	First Subdivision.	Second Subdivision.	Third Subdivision.	Fourth Subdivision.	Fifth Subdivision.	Sixth Subdivision.	Seventh Subdivision.	Eighth Subdivision.	Ninth Subdivision.	Tenth Subdivision.
First ...	£ 320	£ 340	£ 360	£ 380	£ 400	£	£	£	£	£
Second	220	245	270	290	310					
Third ...	60	78	96	114	138	156	168	186	198	210

Military Staff Clerks.

Operates from 1.7.16, vide S.R. 249/16.

(2) The salaries following shall be paid to Military Staff Clerks eighteen years of age and over on appointment, until they reach the age of twenty-one years:—

	Per annum.
(a) When eighteen years of age on appointment—	
For the first year's service ...	£72
For the second year's service ...	£84
For the third year or portion of year until they reach twenty-one years of age ...	£96
(b) When nineteen years of age on appointment—	
For the first year's service ...	£72
For the second year, or portion of year, until they reach twenty-one years of age ...	£84
(c) When twenty years of age on appointment—	
Until they reach twenty-one years of age ...	£72

Provided that those over seventeen years of age on appointment shall be classified as if they entered at the minimum salary of £60 per annum, and had received the salaries payable under this Regulation to Military Staff Clerks appointed at the minimum of £60 per annum.

(3) Military Staff Clerks on reaching the age of twenty-one years shall, if single, be paid a salary of not less than £126, and if married, shall be paid a salary of not less than £150 per annum.

(4) Every Military Staff Clerk in the first subdivision of the Second Class shall be advanced, after twelve months, to the next higher subdivision, provided that such advancement has been approved by the Minister upon report from the Adjutant-General as to conduct, diligence, and general efficiency.

Further, provided that every Military Staff Clerk who is over eighteen years of age on appointment and who shall receive the salary of £126 a year solely because he is twenty-one years of age, or the salary of £150 solely because he is over twenty-one years of age and married, shall only be advanced (if entitled to increments) to the next higher subdivision each year after having reached £126 or £150, as the case may be, for twelve months, until he receives £156 a year. No further advancement shall be granted until he would, in the ordinary course, have become entitled to more than £156 a year if he had advanced through the subdivisions of the Third Class and had remained unmarried. This condition is without prejudice at any time for special efficiency, good conduct and diligence.

(5) The salary of £126 or £150, as the case may be, shall be payable from the first day of the month succeeding the date upon which a Military Staff Clerk attains the age of twenty-one years or marries. Provided, however, that where a Military Staff Clerk marries while in receipt of £138 per annum, he shall be advanced to £156 twelve months after he has received £138.

(6) A Military Staff Clerk required for work away from home during the first two years of his appointment shall be paid an allowance sufficient to make his total salary and allowance up to £84 a year.

(7) The Act and Regulations governing the classification, pay, increments and allowances of the clerical division of the Commonwealth Public Service shall apply to Military Staff Clerks, but in cases where, under the Public Service Act and Regulations, the approval of the Governor-General or Public Service Commissioner is required, the approval of the Minister shall be substituted.

TYPISTS.

96. The rates of pay for typists shall be as follows :—

Grade.	Minimum Salary of Grade.	Increments. (Annual).	Maximum Salary of Grade.	Particulars.
	£	£	£	
Amended by S.R. 32/1914, to operate from 1.3.1914.	72	12	110	May be advanced to next grade after one year's service at maximum. Provided that typists who are 21 years of age, or over, may be paid salary at the rate of £126 per annum and advanced by annual increments of £6 to £156 per annum, but salary so paid shall not be taken into consideration for purposes of seniority or future advancement.
		12		
		12		
II.	126	6	156	

The minimum and maximum rates shown indicate the limits of pay for each grade, and appointments may be made by the Minister at any rate of pay within these limits. Apportionment of pay.

Where, in the opinion of the Minister, the pay of Grade I. would not be adequate remuneration for any typist on first appointment, he may approve of such typist being appointed to Grade II.

Applications to fill vacancies for typists shall be invited in the metropolitan press and in District Orders of the State concerned, and the applications, accompanied by the Commandant's recommendations, shall be submitted to Head-Quarters. Vacancies, filling of.

In the case of appointments to Head-Quarters, the Permanent Head will submit recommendations, similar procedure to the above being followed.

If a typist is in possession of a certificate from the Permanent Head or Commandant that he is a qualified shorthand writer, and that his duties require him to be employed as such, an addition of £12 per annum may be made to the above rates of pay, commencing on the 1st July following the date of the certificate heretofore referred to. Shorthand writer, special pay for.

The conditions which govern the appointment of members of the Permanent Forces as Military Staff clerks shall also apply to typists provided that they pass the prescribed examination for such appointment. Conditions for appointment.

All increments shall be dependent upon the approval of the Commandant, and provision being made by Parliament. Inserted by S.R. 200/1915, operates from 1.10.15.

ASSISTANTS.

Rates of pay. 97. The following shall be the rates of pay for Junior Assistants and Assistants, viz. :—

Grade.	Minimum Salary of Grade.	Increments (Annual).	Maximum Salary of Grade.	Remarks.
Junior Assistant	£ 72	£ 12 12 14	£ 110	To advance to next Grade after one year's service at maximum. Provided that a Junior Assistant of 21 years of age or over may be paid salary at the rate of £126 per annum, and advanced by annual increments of £6 to £156 per annum, but salary so paid shall not be taken into consideration for purposes of seniority or future advancement
Assistant..	126	6	156	Advancement to next Grade to be dependent upon the occurrence of vacancies or upon alteration of the classification of an office.
Senior Assistant	144	6	180	Amended by S.R. 52/1914, to operate from 1.3.1914.

Apportionment of pay.

The minimum and maximum rates shown indicate the limits of pay for each grade, and appointments may be made by the Minister at any rate of pay within those limits.

Vacancies, how filled.

In the case of appointment of Junior Assistants, the same procedure shall be observed as laid down for Messengers, Class A.

Applications to fill vacancies for Assistants shall be invited in the metropolitan press and in District Orders of the State concerned, and the applications, accompanied by the Commandant's recommendation, shall be submitted to Head-Quarters. Candidates must not be more than 45 years of age.

Inserted by S.R. 200/1915, operates from 1.10.1915.

All increments shall be dependent upon the approval of the Commandant and provision being made by Parliament.

Candidates for appointment.

MESSENGERS.

98. Candidates for appointment shall be either—
Messengers—

Class A.—Youths not exceeding eighteen years of age who have passed the Commonwealth Public Service Examination for the General Division, or its equivalent in standard, are certified to be medically fit, and produce satisfactory references from their Area Officers and previous employers, if any.

Class B.—Members or ex-members of the Defence Force whose ages do not exceed fifty years, who are certified to be medically fit and sufficiently active to perform the duties required of them, and produce satisfactory references.

Filling vacancies.

Commandants may recommend that vacancies in their Districts be filled by the appointment of candidates under Class A or Class B, and shall submit reasons for so recommending.

For Class A, application is to be made to the Commonwealth Public Service Inspector of the State concerned for a list of qualified youths who are available for employment, and a selection may be made by the District Commandant.

A list of applicants for appointment under Class B shall be kept in each Military District, and full particulars of previous service shall be given when submitting names for appointment.

The Permanent Head of the Department will submit recommendations for appointment at Head-Quarters, similar procedure as above being followed.

Rates of pay.

Grade.	Minimum Salary of Grade.	Increments (Annual).	Maximum Salary of Grade.	Remarks.
"Class A" 1	£ 39	£ 13 20 12 12 14	£ 110	Appointment under Class A shall be on probation for 6 months. To be advanced to next Grade on completion of 6 years' service in Grade 1, or upon the occurrence of vacancy in Grade 2, or upon alteration of the classification of an office Provided that a messenger of 21 years of age or over may be paid salary at the rate of £110 per annum, but the payment of such salary under this provision shall not be taken into consideration for purposes of seniority or future advancement
"Class B" 2	126	6	156	

The minimum and maximum rates shown indicate the limits of pay for each Grade, and appointments may be made by the Minister at any rate of pay within those limits.

All increments shall be dependent upon the approval of the Commandant, and provision being made by Parliament.

98A. Notwithstanding anything contained in these Regulations any award made by or agreement filed in the Commonwealth Court of Conciliation and Arbitration, in pursuance of the *Arbitration (Public Service) Act 1911*, or of the *Commonwealth Conciliation and Arbitration Act 1904-1915* shall apply as if it formed part of these Regulations, as from the date on which the award or agreement comes into operation to any department, branch officer, employee, designation, or position approved by the Minister.

Inserted by S.R. 200/15, operates from 1.10.1915.

Operates from 1.7.16, vide S.R. 249/16.

SPECIAL DUTY PAY FOR EXTRA REGIMENTAL APPOINTMENTS.

99. Special duty pay, at the following rates, will be paid to Officers holding special appointments, in addition to the annual rates of regimental pay prescribed for their rank, but an Officer holding more than one of these appointments shall only be permitted to receive the special duty pay allotted to one of such appointments:—

Special duty pay.
Substituted by S.R. 90/1916, to operate from 1.7.14.

Members of Military Board ...	£ 75 per annum
Commandant, 1st Military District ...	75 "
Commandant, 2nd Military District ...	175 "
Commandant, 3rd Military District ...	100 "
Commandant, 4th, 5th, and 6th Military Districts, each ...	50 "
Representative in England (Dominion Section Imperial General Staff) ...	150 "
Directors Military Board, each ...	50 "
Staff Officer to the Inspector-General ...	50 "

Amended by
S.R.203/1916, to
operate from
1.7.1916.

Inspecting Ordnance Officer	£	50 per annum
Chief Instructors, Schools of Gunnery and Musketry	}	25 "
Assistant Inspector Small Arms Ammu- nition		
District Staff Appointments		
General Staff Officers		
Staff Captain at Head-Quarters		

Retention of
previous rates.

100. Provided, nevertheless, that an officer holding a special appointment on the 30th June, 1912, whose total pay and allowances on that date were greater than the total emoluments he would receive under Regulation 99, may continue to be paid such higher rate so long as he continues to hold such special appointment.

ALLOTMENT AND OCCUPATION OF QUARTERS.

Allotment and
occupation of
quarters and
deductions for.

101. Where rooms are available, quarters shall be allotted to officers in accordance with the following scale:—

Rank.	Rooms.	Kitchen.	Servant's Room.
Colonel (Married)	8	1	1
Colonel (Single)	3	1	1
Lieut.-Colonel (Married)	7	1	1
Lieut.-Colonel (Single)	3	1	1
Major (Married)	6	1	1
Major (Single)	3	1	1
Captain (Married)	5	1	1
Captain (Single)	2	1	...
Lieutenant (Married)	4	1	...
Lieutenant (Single)	2 and use of kitchen		

Deduction from
pay.

102 (a) When quarters are occupied by a member of the Military Forces in receipt of a consolidated rate of pay the following deduction shall be made from his pay, irrespective of the number of rooms that may be available for allotment being less than under the scale—

If married, 10 per cent. of salary.

If single, 6 per cent. of salary.

Quarters must
be occupied.

(b) When married members are not available for vacant married quarters, such quarters shall, as far as possible, be allotted to single officers in accordance with the scale laid down in Regulation 101.

This Regulation shall not apply to Quartermasters of the Permanent Army Service Corps, Remount Section.

103. *Cancelled by S.R. 211/1915.*

Compulsory
quarters be
occupied.

104. The Commandant will be responsible that all quarters are occupied, and in the event of quarters remaining vacant for more than a month, he shall report the circumstances of the case to the Military Board.

Notify
vacations.

105. The District Paymaster is to be notified without delay of dates of occupation and vacation of quarters.

Vacating
quarters
compulsorily.

106. When quarters are compulsorily vacated, for sanitary or other authorized reasons, deduction for quarters shall cease to be made, and travelling allowance of rank, not exceeding seven days,

may be paid, provided the member has been unable to secure accommodation elsewhere. One month's notice to vacate quarters to be given where practicable. Cases in which special circumstances arise shall be referred to Head-Quarters.

Substituted by
S.R. 200/1915,
operates from
1.10.1915.

GOOD CONDUCT BADGES.

107. A good conduct badge shall be a high distinction conferred on a soldier below the rank of corporal, 2nd corporal, or bombardier, as a token of good conduct, and shall be marked by a chevron worn on the left arm.

Good conduct
badges.

- (a) To every good conduct badge, good conduct pay at the rate of 2d. per diem shall be attached. Such good conduct pay shall not in any case be drawn for any day on which the soldier does not receive pay. Pay for
badge.
- (b) Subject to sub-para. (d), a good conduct badge shall be awarded within the limits laid down in Part IV. of these Regulations, to a soldier on completing a "term of good conduct," i.e., a period of two years, during which no entry has been made against the soldier's name in the Regimental Conduct Sheet, except in the case of soldiers who served under the Regulations previously existing in the States and re-engaged, who may receive the third good conduct badge after the completion of a six years' term of good conduct. If the offence last entered involved detention or imprisonment, such period shall reckon from the date of the termination of the detention or imprisonment, otherwise it shall reckon from the date on which punishment was awarded. Grant of badges
- (c) A second or later badge shall not be granted under sub-para. (b) until the badge or badges previously awarded have been held through a complete "term of good conduct," immediately preceding the date of the grant, except as laid down in sub-para. (f). Second badge.
- (d) A good conduct badge shall not be awarded to a soldier under sub-para. (b) if, on the completion of a "term of good conduct," he is absent, or is in confinement, or in arrest waiting disposal. When the Commanding Officer finally disposes of any such case, he shall, unless he awards punishment which entails forfeiture of pay under Australian Military Regulations, decide whether the badge is or is not to be given to the soldier. Badge not
granted,
when.
- (e) A soldier reduced from a higher rank to a rank in which he would be eligible for a good conduct badge shall, unless forfeiture is awarded under sub-para. (h) to (j), be granted at once such a number of badges as he would have been eligible for under Part IV. of these Regulations in the lower ranks, regard being had to the entries in his Regimental Conduct Sheet—see sub-para. (g)—and the remaining badge or badges shall be awarded under the conditions of sub-para. (m). Reduction in
rank.
- (f) When the service which a soldier has forfeited by desertion, or any other cause, has been restored to him, he shall, from the date on which he is held to have become eligible for such restoration, be re-assessed for good conduct badges, and be awarded those to which his total service entitled him, having regard to the several entries of his name in the Conduct Sheet since attestation, including the entry of the offence for which his service was Forfeited
service—
Re-gaining
badges.

	<p>forfeited. In such a case, the uninterrupted possession of the previous badge or badges during a complete "term of good conduct" (as defined above) shall not be enforced; nor shall it be necessary, before another badge can be awarded, that a full "term of good conduct" should have elapsed from the date of re-assessment.</p>
Forfeiture badges.	<p>(g) One badge held by a soldier shall be forfeited for each occasion on which his name appears in the Regimental Conduct Sheet—see sub-para. (b)—unless the entry be for an offence entailing further forfeiture under sub-para. (h) to (k).</p>
Sentence of Court Martial.	<p>(h) Except as laid down in sub-para. (i), a General or District Court Martial may, in addition to, or without any other punishment, sentence a soldier to forfeit all or any of his good conduct badges.</p>
Absolute forfeiture.	<p>(i) A soldier shall forfeit all his good conduct badges and be placed in the same position as regards earning badges as a recruit when—</p> <ol style="list-style-type: none"> 1. He is convicted of an offence under sub-para. (24) to (28) Australian Military Regulation 494. 2. His conviction by a Court Martial, or the order dispensing with his trial, is such as to entail a forfeiture of former service towards engagement. <p>In such cases the forfeiture of badges shall not be included in the sentence.</p>
Sentenced to over 6 months' imprisonment.	<p>(j) A soldier sentenced by a Court-martial or Civil Court to a term of imprisonment exceeding six months shall forfeit all good conduct badges held by him, and shall be placed in the same position as regards earning badges as a soldier to whom a badge has never been awarded.</p>
Forfeitures on discharge for offences, &c.	<p>(k) A soldier shall forfeit the whole of his good conduct badges when discharged—</p> <ol style="list-style-type: none"> 1. With ignominy. 2. In consequence of his incorrigible and worthless character. 3. Expressly on account of misconduct. 4. On conviction by the Civil Power. 5. On being sentenced to penal servitude. 6. For giving a false answer on attestation.
Date of forfeiture.	<p>(l) The forfeiture of a good conduct badge shall be reckoned from the date on which punishment has been awarded.</p>
Restoration of Badges.	<p>(m) A soldier who forfeits a good conduct badge, except under the circumstances defined in sub-para. (i) and (j), shall regain it on completing a "half term of good conduct," reckoned as laid down in sub-para. (b).</p>
Half term of good conduct.	<p>NOTE A.—If the soldier has lost more than one badge, he shall complete a "half term of good conduct" from the date of losing the last badge forfeited before one lost badge is restored, and shall complete another "half term" before the second badge is restored, and so on.</p>
Badge withheld, when.	<p>NOTE B.—No good conduct badge shall, however, be restored if, on the completion of a "half term of good conduct," the soldier is absent, or is awaiting disposal for an offence which is subsequently entered in the Regimental Conduct Sheet, or is absent under conditions which afterwards entail such an entry.</p>

FORFEITURE OF PAY.

108. A soldier shall forfeit his pay—

- (a) For every day of absence on desertion or without leave. Forfeiture of pay.
- (b) For every day of confinement in hospital, guard-room, Absence.
on the line of march, cells, detention barracks or In confinement
rooms, or civil prison, while under sentence for an for offences
offence awarded by a Civil Court or court-martial, or committed.
by his commanding officer.
- (c) For every day of confinement in hospital, on the line In confinement
of march, guard-room, cells, detention barracks or and subse-
rooms, or public prison— quently
 - 1. On a charge for an offence of which he is punished.
afterwards convicted by a court-martial or
by a Civil Court.
 - 2. On a charge of absence without leave, for
which he is afterwards awarded detention
by his commanding officer.
- (d) For every day on which he is in hospital on account of Illness through
sickness, certified by the proper medical officer at- misconduct.
tending on him at the hospital to have been caused
by an offence under the Defence Act and Regulations
committed by him.

109. A soldier shall be regarded as absent, or in confinement Absence or in
for one day, within the meaning of Regulation 108— confinement,
definition of.

- (a) When he has been absent without leave, or in confine-
ment for six consecutive hours, whether wholly in one
day or partly in one day and partly in another; or
- (b) When, owing to his absence without leave, or to his
being in confinement, he has been prevented from
fulfilling some military duty which was thereby thrown
on some other person.

110. If a soldier has been absent or in confinement for one Absence,
day, as defined in Regulation 109, and remains absent or in con- reckoning of.
finement, he shall be regarded as absent or in confinement for
an additional day for every period of six hours reckoned as in
the above Regulation, provided such period of six hours is in
excess of those reckoned as part of the previous day's absence
or confinement, and provided the number of days during which
the soldier can be regarded as absent, or in confinement, shall
in no case exceed the number of days during the whole or a
portion of which the soldier has been absent or in confinement.

111. A soldier shall be regarded as being in confinement In confinement
within the meaning of Regulation 108 (b) for every day of such
confinement, provided that, when a commanding officer's award
of detention is stated in hours, the day on which the confinement
commences shall not be regarded as a day of confinement within
the meaning of Regulation 108 (b).

112. A soldier shall not receive pay for the day of his release Release from
from detention barracks or rooms, or public prison. A non- confinement.
commissioned officer reduced for an offence, if previously in
detention or imprisonment, shall not receive pay for the day of
reduction.

113. A soldier acquitted, or illegally convicted, of a charge, Acquitted
shall, on rejoining for duty, receive full pay from the date on soldiers. soldiers.
which he was first placed in confinement.

Withheld pay,
when forfeited.

114. The sum of rs. per day shall be withheld from soldiers of the Royal Australian Artillery during the first three months of service, and shall be payable as arrears after the expiration of the said three months if the soldier is still serving. Soldiers who are discharged or have deserted prior to the completion of three months' service shall forfeit such arrears. Provided that the provisions of this Regulation shall not apply to soldiers re-enlisted under the provisions of Regulation 67, or to boys enlisted under the provisions of A.M. Regulation 311.

Notification of
forfeitures.

115. A notice in writing is to be sent to the District Paymaster, by the Battery or Company Officer, of all forfeitures under Regulations 108 to 113 inclusive, immediately such forfeitures are determined.

"No claims
certi cate."

116. Discharge certificates for members of the Permanent Forces are not to be issued until certificates be received from the District Paymaster on A.M. Form No. "A" 36, that all claims affecting Public Funds have been settled.

PROVISION OF HORSES FOR OFFICERS OF THE PERMANENT FORCES.

Chargers for
Officers of
Permanent
Forces.

117. (i.) When Officers of the Permanent Forces require to be mounted for military duty, they are to be provided with Government remounts, if these are available.

(ii.) No special horses are, however, to be reserved for the use of officers only, or for any special officer.

Paymaster to
be informed.

(iii.) Deputy Assistant Quartermaster-Generals are to furnish District Paymasters at the end of each month with lists giving such particulars of remounts so used by officers, and the duty necessitating such use, as will enable the District Paymaster to make a record showing the earnings of the horses at contract rates.

Payment for
hire of horse.

118. (i.) When Government horses are not available, Officers of the Permanent Forces requiring to be mounted for military duty are permitted to make their own arrangements for hiring suitable horses, and may recover a sum not exceeding Ten shillings for each half, and Fifteen shillings for each whole, day for which such hiring is authorized.

Commandants
approval for
hiring.

(ii.) Before entering into any arrangement for hiring, however, the officer concerned must obtain the approval of the District Commandant to his being mounted for military duty on the occasion for which the allowance is claimed, and this approval, together with supporting receipts from the hirer, must accompany the claim when presented for payment.

Allowance,
when to be
claimed.

(iii.) The allowance is only to be claimed for such military duties which in the opinion of the District Commandants necessitate officers being mounted when attending camps of training, field manoeuvres, staff tours, inspections, schools, mounted parades of mounted units, and special parades such as reviews.

Veterinary and
shoeing charges
disallowed.

(iv.) Veterinary and shoeing charges will not be paid by the Department.

Use of own
horse.
Substituted by
S.R. 102/1914.

119. (i) In cases where an officer of the Permanent Forces owns and uses a horse suitable for military purposes, he may draw the allowance of Ten shillings or Fifteen shillings referred to in Regulation 118 (i), and subject to the conditions therein set out, and subject to the District Commandant's approval referred to therein being obtained and forwarded to the District Paymaster,

and provided also that the claimant, if resident at a station at which the services of an officer of the A.A.V.C. are available, must obtain from such officer a certificate that the horse for which the allowance is claimed is suitable, available, and fit for military service in every respect. This certificate is to be forwarded to the District Paymaster, and must be renewed at the end of each quarter.

An officer stationed at a centre at which the services of an officer of the A.A.V.C. are not available will furnish quarterly to the District Paymaster a certificate that the horse for which the allowance is claimed is owned by him, is available, and is, in his opinion, fit for military service in every respect. In addition, a certificate of fitness will, at the first opportunity, be obtained from an officer of the A.A.V.C. and forwarded to the District Paymaster, such certificate to be renewed at least once annually. Veterinary and shoeing charges for such horse will be borne by the owner.

(ii.) In cases where an officer of the Administrative and Instructional Staff owns and uses a horse suitable for military purposes, he may, subject to like conditions to those prescribed in Regulation 118 for the hiring of a horse, as far as they apply, and also subject to the conditions prescribed in sub-paragraph (i.) of this Regulation, use such horse for military purposes and draw the prescribed allowance, provided that the maximum amount that may be paid to an officer under these circumstances shall not exceed £30 per annum. **Amended by S.R. 45/1915.**

121. The provisions contained in Regulations 117, 118, and 119 have also general application to all officers not serving under the command of District Commandants, and in such cases the heads of the Military Departments under which they serve, or Commanding Officers, as the case may be, will give the approval for their being mounted, referred to therein, when the necessity arises. **Applicability of Regulation.**

PART V.

MILITIA AND VOLUNTEER FORCES.

PAY—OFFICERS AND SOLDIERS.

122. (a) Subject to provision being made by Parliament, pay for the parades attended in accordance with the Regulations for efficiency shall be granted to officers and soldiers serving in the Militia Forces at the rates laid down in Regulations 132, 133, and 134, except that any person provisionally appointed on and after the 1st January, 1914, to commissioned rank in the Citizen Forces, other than to the rank of Lieutenant, and with the exception of officers of the Australian Army Medical Corps and Australian Army Veterinary Corps, shall only be granted the pay prescribed for the next lower rank until such time as he shall have qualified for the rank to which he has been appointed and his provisional appointment has been confirmed. **Pay—Officers and Soldiers. Amended by S.R. 34/1915.**

**Unattached
Officers' List.**

(b) Officers on the Unattached List when called upon by the District Commandant in accordance with Australian Military Regulation 145 to perform Military duty, may receive the pay (as prescribed for Militia) of the rank they held in the regiment or corps from which they were transferred to the Unattached List, but the total number of days for which pay may be drawn shall not exceed four in one year, without the approval of the Military Board.

**Variation of
Establishment.**

123. Officers and others in excess of the authorized number of any rank may be carried on the strength, provided that there are vacancies in higher ranks, and that the total establishment will not be exceeded.

Absence abroad

124. An Officer who, with the approval of the Military Board, proceeds abroad to undergo a Course of Military Instruction or Training may receive the Militia pay of his rank during his absence, provided that he proves to the satisfaction of the Board that he has undergone Courses of Instruction or Training of at least the equivalent of the instruction or training he would have received had he remained for duty with his regiment or corps during the period for which pay is claimed. Pay, however, will not be granted in any such case for a longer period than eighteen months.

**Continuous
training.**

125. Where the efficiency regulations require that, to be efficient an officer or soldier must attend a period of continuous training in a camp or bivouac, pay for the number of days so prescribed shall be set aside from the total annual amount appropriated; and shall not be available for any parade or drill other than attendance at such continuous training except as provided in Regulation 124.

**Payments
beyond
Regulation
provisions.**

126. Notwithstanding anything contained in these Regulations, the Minister may approve of payment of Militia pay for any number of days in excess of the number prescribed in Regulations 132, 133, and 134, at the daily rates specified therein, and may approve also of payment not exceeding £1 per annum to each member of an approved Cable Guard, subject to the necessary provision being made by Parliament.

**Cable Guards,
pay of.***Pay—Adjutants.***Pay of Acting
Adjutant.
Amended by
S.R. 45/1915.**

127. The pay (including horse and other allowances, except travelling of Officers of the Citizen Forces who are appointed Adjutants,) shall be at the rate of £60 per annum.

*Pay—Recruits (Officers and Men).***Pay—Recruits.**

128. Recruits, after being passed into the ranks, will be paid for the period of their recruit drill at half of the rates laid down for trained soldiers in Regulations 132, 133, and 134. Recruits who fail to pass into the ranks shall not receive pay. It is to be understood that under no circumstances can a soldier earn more than the maximum rate per annum as laid down for the respective ranks, unless as provided in Regulations 126 and 129, except in the case of Recruit Buglers Trumpeters, and Drummers under 18 years of age, when the amount shall be 12s. 6d., the sum of £1 5s. shall be retained by Officers Commanding from the first payment, other than Camp pay, due to recruits joining subsequent to the coming into operation of these Regulations. This sum shall, however, be returned to all men who are classified as efficient on the 1st July following their being passed

into the ranks and on the next following 1st July; the amount so retained from men who fail to become efficient, or who are discharged or dismissed during such period, shall be forfeited and forwarded to the District Paymaster for payment into "Defence Revenue." In the event of the death of a Militiaman before completing conditions prescribed in this Regulation, the amount of deferred pay standing to his credit in the Corps Contingent Account may be paid to his next of kin, upon the approval of the Minister.

Guards of Honour and Escorts.

129. Attendance at Guards of Honour or Escorts for the Governor-General, or the Governor of a State, or in connexion with the opening or prorogation of Parliament, shall be paid for at the rates provided in Regulations 132, 133, and 134 for the respective ranks, in addition to the annual maximum amount therein laid down for such ranks; provided that members of Militia Units receiving a rate of pay less than 8s. per diem shall be paid as for a whole day parade.

Guards of Honour and Escorts.

Substituted by S.R. 1914/166, to operate from 6.6.1913.

Payment Half-Yearly.

130. (a) Payment shall be made half-yearly in arrear, and in the case of Camps of Continuous Training, shall either be paid for at the Camp or on return to stations, at the discretion of the Commandant.

Payment half-yearly. general.

(b) The pay of the Militia Staffs (Command, Brigade, and Regimental), and members of Intelligence Sections, shall be issued subject to the approval of the Commandant upon the certificate of the Commanding Officer (or General Staff Officer in the case of Intelligence Sections) that their duties have been performed efficiently.

Militia Staffs. Amended by S.R. 45/1915.

(c) One half of the annual rate of pay shall be paid to members of the Militia Staffs at the close of the Annual Camp of Continuous Training, and a moiety of the balance at the end of December and June of each financial year, provided, however, that if a member does not attend the Annual Camp of Training for the full period which the efficiency Regulations require officers and soldiers of the Arm to which he belongs to attend in order to be classified as efficient, such member shall forfeit a proportionate amount of the pay allotted to him for the Camp of Training for each day of absence.

Distribution of. Substituted by S.R. 250/1915.

(d) In the case of officers of the Intelligence Section of the General Staff in a Military District, one half of the annual pay shall be issued at the close of the Annual Camp of Continuous Training upon the certificate of the General Staff Officer that their duties during camp have been efficiently performed, provided, however, that if an officer does not attend the Annual Camp of Continuous Training for the full period of eight days, he shall forfeit for each day of absence a proportionate amount of the pay allotted to him for the Camp of Training. One quarter of the annual pay shall be issued at the end of December and one quarter at the end of June in each financial year.

Applicability of Substituted by S.R. 250/1915.

(e) So far as Adjutants, also Staff Officers to Intelligence Corps, are concerned, the above method of payment shall not apply, but these officers shall be paid in accordance with Regulation 127, and beyond the rate of £60 referred to therein, no further Militia pay shall be drawn by them.

Added by S.R. 23/1914, to operate from 1.1.1914.

Horse Allowance.

Horse
allowances.

131. Horse allowance, as under, may be issued to members of the Militia and Volunteer Forces, in consideration of their providing horses suitable for the service; provided that in cases where required by Commandant, in writing, to be mounted for any period in excess of that therein provided for, such case shall be submitted to Head-Quarters for decision:—

Light Horse.

(a) Light Horse (Militia).—An allowance shall be made in accordance with the scale laid down in Regulation 132.

N.C.O.'s
and drivers,
Substituted by
S.R. 250/1915,
to operate from
8.3.1913.

(b) Non-Commissioned Officers and men of the Militia Field Artillery, Army Service Corps, and Light Horse Field Ambulances, providing their own horses for mounted parades, may be paid horse allowance, on the approval of Commandant, in accordance with the rates laid down for members of the Light Horse in Regulation 132.

Officers
generally
(except Light
Horse).

(c) Field Officers of the Militia Infantry, Engineers, Army Service Corps, Army Medical Corps, Army Veterinary Corps, all officers of the Militia Field Artillery, Field Troops Engineers, and Light Horse Field Ambulances, who are required to provide suitable chargers, shall receive an allowance at the rate of £16 per annum, payable half-yearly. Officers of the Field Artillery, except acting Adjutants, may, in addition, be paid 15s. for each whole day and 10s. for each half day mounted paid parades attended in excess of attendance at 16 days ordinary paid parades.

When not paid.

NOTE.—Horse allowance as provided in (c) will not be paid for any half-year unless one whole-day mounted parade, or its equivalent, be attended during each period, except as provided in (e).

In the event, however, of no mounted parades having been ordered during any half-year for the unit of which he is a member, an Officer drawing horse allowance under (c) may be paid the allowance for such half-year provided he owns a suitable horse which has been available for military duty. When an officer has paid a retaining fee for the use of a suitable horse, and the Officer Commanding certifies to that effect on the claim, such fee, not exceeding £8 for the half-year, may be paid upon production of necessary voucher.

Horse hire.

(d) Other officers of the Militia Forces, who are not in receipt of horse allowance, when detailed by a Commandant, in writing, for mounted duty, may hire a horse at a rate *not exceeding* 15s. for each whole day parade, and 10s. for each half-day parade, the total amount not to exceed £12 per annum. Claims for hiring must be supported by vouchers. In the case of officers riding their own horses, a certificate of ownership must be attached to claim.

Leave, when on.

(e) An officer who draws horse allowance under (c) may be paid the same when on leave of absence or when, with the approval of the Military Board, he has proceeded abroad to undergo Courses of Instruction and is granted pay under Regulation 124, provided that he leaves a horse available for military duty and the claim be so certified by the Commanding Officer.

Commandant
to approve.

(f) In the case of Commanding Officers requiring an officer, not entitled to horse allowance, to be mounted and no horse is available under (e), approval of the Commandant must be obtained, in writing, before incurring the expense.

- (g) Members drawing horse allowance under (a) and (b) can be paid the same if on leave of absence for six months, on the recommendation of Commanding Officers. Members who do not attend any parades during the currency of a half-year shall not receive any horse allowance for such half-year unless on leave, duly approved, for such period.
- (h) All approvals of leave of absence under (e) and (g) are to be forwarded to the District Paymaster without delay.

Leave, when on, payment may be made in certain cases.

Notify Paymaster of leave.

RATES OF PAY FOR MILITIA FORCES.

132.

LIGHT HORSE.

Light Horse.

Amended by
S.R. 1914/80.

Rank.	No. of days.	Rate per diem.	Amount per annum.
		£ s. d.	£ s. d.
Colonel or Brigadier ...	16	2 5 0	36 0 0
Lieut.-Colonel ...	16	1 17 6	30 0 0
Major ...	16	1 10 0	24 0 0
Captain ...	16	1 2 6	18 0 0
Lieutenant ...	16	0 15 0	12 0 0
Quartermaster ...	At rate of corresponding substantive rank.		
Regimental Sergeant-Major, Regimental Quartermaster-Sergeant ...	16	0 12 0	9 12 0
Squadron Sergeant-Major ...	16	0 11 0	8 16 0
Squadron Quartermaster Sergeant, Orderly-room Clerk ...	16	0 10 6	8 8 0
Farrier Sergeant ...	16	0 10 6	8 8 0
Sergeant, Armourer Sergeant ...	16	0 10 0	8 0 0
Corporal, Armourer Corporal ...	16	0 9 0	7 4 0
Shoeing-smith, Driver ...	16	0 8 6	6 16 0
Private ...	16	0 8 0	6 8 0
Trumpeter (over 18 years of age)	16	0 8 0	6 8 0
Trumpeter (under 18 years of age)	16	0 4 0	3 4 0

NOTE. - Half-day parades shall be paid for at one-half and night drills at one-quarter of the above rates. Recruits passed into the ranks and members promoted during the currency of a half-year shall receive the full horse allowance of their rank for the half-year. Members discharged during the currency of a half-year shall not receive any horse allowance.

HORSE ALLOWANCE.

Officers and Soldiers of Light Horse Units (except the Privates and Shoeing Smiths referred to hereunder) shall be granted horse allowance at the rate of 5s. per diem for each mounted parade attended, provided that the total amount paid to an officer or soldier in any one year shall not exceed £4.

Inserted by S.R.
1914/80.

Shoeing Smiths and Privates enlisted prior to 1st July, 1912, shall, whilst in receipt of the rates of pay prescribed for their respective ranks in Regulation 109, be granted horse allowance at the following rates:—

Privates, £1 per annum.

Shoeing Smith, £1 4s. per annum.

Payment of horse allowance to be made at times of payment of Militia pay, i.e. :—

(a) In Camp of Continuous Training or on return from Camp, at discretion of Commandant.

(b) In the month of June of each financial year.

FIELD AND GARRISON ARTILLERY, INFANTRY, INTELLIGENCE SECTION AND DEPARTMENTAL CORPS.

Rank.	No. of Days.	Rate per Diem.	Amount per annum.
		£ s. d.	£ s. d.
Colonel or Brigadier	16	2 5 0	36 0 0
Lieut.-Colonel	16	1 17 6	30 0 0
Major	16	1 10 0	24 0 0
Captain	16	1 2 6	18 0 0
Lieutenant	16	0 15 0	12 0 0
Quartermaster	At rate of	corresponding substantive rank	
Brigade Bandmaster	50 0 0
Brigade Sergeant-Major, Brigade Quartermaster-Sergeant, Regimental Sergeant-Major, Regimental Quartermaster-Sergeant, Armament Artificer, Warrant Officer	16	0 12 0	9 12 0
Battery or Company Sergeant-Major, Colour-Sergeant, Staff Sergeant	16	0 11 0	8 16 0
Sergeant Compounder	16	0 11 0	8 16 0
Battery or Company Quartermaster-Sergeant, Orderly-room Sergeant, Orderly-room Clerk	16	0 10 6	8 8 0
Farrier-Sergeant, Collarmaker-Sergeant, Saddler-Sergeant, Wheeler-Sergeant	16	0 10 6	8 8 0
Sergeant, Band Sergeant, Armourer Sergeant	16	0 10 0	8 0 0
Corporal, Armourer Corporal, Band Corporal	16	0 9 0	7 4 0
2nd Corporal	16	0 8 6	6 16 0
Bombardier	16	0 8 6	6 16 0
Shoeing-smith	16	0 8 6	6 16 0
Driver	16	0 8 6	6 16 0
Gunner or Private, Bandsman, Collar-maker, Wheeler, Assistant Armament Artificer	16	0 8 0	6 8 0
Trumpeter, Bugler, and Drummer (over 18 years of age)	16	0 8 0	6 8 0
Trumpeter, Bugler, and Drummer (under 18 years of age)	16	0 4 0	3 4 0

50

Half-day parades shall be paid for at one-half and night drills at one-quarter of the above rates.
Specialist's pay of £1 per annum will be paid to each qualified "Specialist" of the Field Artillery and Garrison Artillery not exceeding the following:—
In each Battery of Field Artillery—8 Gun layers; 4 Signallers; 4 Range-takers. *In each company of Garrison Artillery*—4 Gun-layers; 4 Telephonists; 3 Range-takers. A Specialist becoming non-effective during a half-year will not draw Specialist's pay for that half-year.
Officers of the Army Medical Corps attached to Regiments and Forts shall be paid similarly to Regimental Staff Officers.

Rank.	Submarine Mining Companies.			Field, Fortress, Electric and Telegraph Companies.		
	No. of Days.	Rate per Diem	Amount per Annum.	No. of Days.	Rate per Diem.	Amount per Annum.
		£ s. d.	£ s. d.		£ s. d.	£ s. d.
Major	25	1 13 9	42 3 9	20	1 10 0	30 0 0
Captain	25	1 5 3	31 11 3	20	1 2 6	22 10 0
Lieutenant	25	0 17 0	21 5 0	20	0 15 0	15 0 0
Troop or Company Sergeant-Major	25	0 12 6	15 12 6	20	0 11 0	11 0 0
Troop or Company Quartermaster-Sergeant	25	0 11 9	14 13 9	20	0 10 6	10 10 0
Sergeant or Farrier Sergeant	25	0 11 3	14 1 3	20	0 10 0	10 0 0
Corporal	25	0 10 0	12 10 0	20	0 9 0	9 0 0
2nd Corporal	25	0 9 6	11 17 6	20	0 8 6	8 10 0
Sapper, specially qualified	25	0 9 0	11 5 0
Shoeing Smith	20	0 8 6	8 10 0
Driver, Artificer	20	0 8 6	8 10 0
Lance-Corporal, Sapper	25	0 8 0	10 0 0	20	0 8 0	8 0 0
Trumpeter, Bugler (over 18 years of age)	25	0 8 0	10 0 0	20	0 8 0	8 0 0
Trumpeter, Bugler (under 18 years of age)	25	0 4 0	5 0 0	20	0 4 0	4 0 0

Half-day parades shall be paid for at one-half and night drills at one-quarter of the above rates.

Engineers.

AUSTRALIAN ARMY NURSING SERVICE.

Army Nursing Service.

135. The following allowances may be granted to Lady Superintendents, Matrons, and Nursing Sisters of the Army Nursing Service :—

Capitation.

- (a) A Capitation Allowance of £1 per annum to each "Efficient," during financial year in which payment is made subject to provision being made by Parliament.

And when called up for duty :—

Pay.

(b) Pay—

Lady Superintendent	...	£100 per annum.
Matron	...	£60 per annum.
Nursing Sister	...	£40 per annum.

(c) Allowances—

Quarters.

1. Public quarters, with fuel and light, or rates prescribed in lieu.

Rations or allowances therefor.

2. When rations are not supplied in kind, 3s. per diem; but when such are supplied, 1s. 6d. per diem only shall be allowed for extra rations.

Clothing allowance.

3. Clothing Allowance at the rate of £1 for every three months of service or part thereof.

CORPS CONTINGENT ALLOWANCE.

Corps contingent allowance.

Amended by S.R. 1914/142, to operate from 1.7.1914.

136. Subject to provision being made by Parliament, and after approval of the Minister upon the recommendation of the Military Board, Officers Commanding Militia Regiments or Corps (excluding Head-Quarters of Light Horse and Infantry Brigades) shall be credited for the financial year in which payment is made, with the following allowance, to be designated "Corps Contingent Allowance" :—

Militia.

Militia.

Five shillings per head of the full establishment approved by the Minister for the year in which the payment is made, provided that for the financial years 1912-1913, 1913-1914, the allowance may be 7s. 6d. per head of the approved full establishment.

Units with many detachments.

In the case of units having many detachments, or for other reasons, specially recommended by the Military Board, such allowance may be increased to a sum not exceeding 10s. per head, subject to the necessity for such payment being proved to the satisfaction of the Minister.

Deductions for damages, &c.

Amended by S.R. 1914/143.

District Paymasters shall deduct from the annual Corps Contingent Allowance due to a Regiment or Corps the amount of any claims for damages to, or for loss or deterioration of, stores, equipment, or Government property of any kind, which have been approved by the District Commandant, or other competent authority to be a charge against such Regiment or Corps.

137. The above allowances may be expended on the following items :—

Corps Contingencies.

Orderly Room expenses.

(1) Orderly Room Expenses :—

Cleaning and care of Orderly Rooms, and Grounds.
Lighting and Fuel, not including apparatus for lighting or heating, without the approval of the Commandant.
Water.

Lighting.

Insurance.

(2) Lighting, not including apparatus for same, without the approval of the Commandant, and cleaning Parade Grounds.

- (3) Printing, Stationery, Advertising, Postage Stamps, and Printing, &c.
Office requisites, not including typewriters without the approval of the Commandant.
- (4) Cleaning and care of Arms. Arms, care of.
- (5) Care and protection of Stores on charge of Corps, and, in Stores, care of the case of Light Horse, Repairs to Saddlery on issue to Corps.
- (6) In cases where saddlery has not been issued, Commanding Saddlery.
Officers are permitted to debit Corps funds with the cost of repairs effected to saddlery the property of members other than officers, provided that the damage was due to military duty.
- (7) Replacing Losses or Damage to Stores and Equipment which Losses and cannot be traced to individuals, and are not charge- Damages.
able otherwise. All claims by the Ordnance Department for damages or deficiencies are to be paid from "Corps Contingent Account" pending recovery from individuals. All Supplies required from Ordnance Department on payment are to be prepaid.
- (8) Band Expenses and up-keep of Instruments. Sums in excess Bands.
of amount voted by Parliament as Band Allowance to be approved by the Minister.
- (9) Expenses incidental to Target Practice, Parades, Inspections, Parades, &c.
and Camps.
- (10) Prizes for Gunnery, Musketry, Skill-at-arms, Signal- Prizes.
ling, &c., may be allowed (if funds are available) upon the approval of the Officer Commanding, but all payments in this connexion must be made and acquittances obtained prior to the 30th of June of such year; and the practice in regard to the grant of prizes must be uniform throughout each Regiment, Battalion, or Corps. Commanding Entrance fees,
Officers of Volunteer Corps are permitted to pay from Corps Funds the entrance fees of Rifle Teams in Association Team Competitions in which the prizes are awarded to teams and not to individuals, and the members of such teams are permitted to retain the money prizes. The total amount paid from Corps Funds under this paragraph shall not exceed 5 per cent. of the total Corps Contingent Allowance authorized for the year in which the expenditure is incurred.
- (11) Other Incidental Expenses.—Where more than £5 on Other
any one item is involved, the special approval of the Incidentals.
Commandant is to be obtained. Substituted by
S.R. 200/75,
operates from
1.10.1915.
- (12) Subject to the approval of the Commandant, payment may, in special cases, be made to members of the Citizen Forces for services rendered in connexion with the administration of Corps, but unless such approval be received, no payment is to be made to any member of the Citizen Forces, other than those prescribed under Regulations 132, 133, and 134. Payments for
personal
services.
Substituted by
S.R. 200/75,
operates from
1.10.1915.
- (13) Travelling allowance at rates laid down in Regulation 106 may be paid to officers of the Militia Forces and charged to Corps Contingent funds, provided that having in view the financial requirements of the Corps, the Commanding Officer certifies that the duty is one for which travelling allowance should be paid; that funds are available; and that "route" has been approved by the Commandant or officer of Travelling expenses.

	the District Head-Quarters Staff carrying out the duties of Deputy Assistant Quartermaster-General.
Hired motor cars.	(14) Payment for hire of motor cars or any expense in connexion therewith shall not be charged to Corps Contingent Allowance without the special approval of the Minister.
Inserted by S.R. 61/1915, 5.5.1915.	(15) Corps badges, provided Unit expending on such service is in receipt of only minimum capitation allowance for year in which expenditure is made.
Minister may approve any service.	138. Notwithstanding anything contained in Regulations 136 and 137 the Minister may approve of any other services or supplies being charged to "Corps Contingent Allowance" upon the recommendation of the Officer Commanding, and endorsed by the Commandant.
Special Pay.	139. Corps Contingent Allowance shall not be paid in respect of Officers receiving special rates of pay—i.e., other than the Militia rates of pay of their rank.
Expenditure limited.	140. Officers Commanding Regiments or Corps will be held responsible that the expenditure of the Corps Contingent Allowance is strictly in accordance with conditions provided in Regulation 137. No advance for personal purposes, i.e., purchase of uniform, &c., is to be made from Regimental or Corps Public Moneys Account.
Definitions.	141. The words "Officers Commanding Regiments or Corps" in connexion with the administration of moneys received or disbursed on account of Regiments or Corps shall mean the Officers to whom moneys are forwarded or paid for the service of the Regiment or Corps.
O. C.'s responsibilities.	142. Officers Commanding shall be responsible for the due custody and expenditure of the Corps Contingent Allowance, and shall keep a proper record of all receipts and payments in the authorized cash-book, in accordance with the instructions contained in Regulations 150 to 165 inclusive; and all books and accounts connected with the expenditure thereof shall be produced when required, at inspections, or for the purposes of audit.
Claims and books.	143. Claims must be made out on the authorized voucher form (No. 9 Contingencies), supported by receipts, in accordance with the Audit Act and Treasury Regulations. All books must be correctly and accurately kept and posted up to date, and all vouchers are to be personally certified by the Officer Commanding prior to payment.
Payments to Fund.	144. Payment shall be made to Officers Commanding Regiments and Corps as soon after the 1st of July in each year as possible upon vouchers submitted by them.
Excess expenditure.	145. Officers Commanding Regiments and Corps will be held personally responsible for any liabilities in excess of the Corps Contingent Allowance.
Administration of Fund, &c.	146. Officers Commanding Regiments and Corps shall conform with and be guided by the instructions issued from time to time for the administration of Public Accounts.
Payments, unexpired value.	147. Military Clothing shall remain Government property, and not become the property of the soldier at any time, and all clothing having an unexpired value, and not returned to store on resignation or discharge, shall be paid for by the individual and stoppages may be made on this account from any money due to him. All such stoppages shall be forwarded to the District Paymaster for payment into Revenue. With the approval of the District Commandant, obsolete and unserviceable clothing purchased from Clothing and

Corps Contingent Funds, may, after being divested of buttons, badges, facings, and patches, be sold as rags, and the proceeds forwarded to the District Paymaster for payment into Revenue.

148. Articles other than Clothing and Expense Stores purchased "Take up" from Corps funds are to be taken on charge in the ordinary manner, requisitions, and the usual "Take Up" requisition forwarded to the S.O.O.

149. *Cancelled by S.R. 45/1915.*

FINANCIAL ADMINISTRATION, BY COMMANDING OFFICERS.

150. (a) All such moneys shall be immediately paid into one banking account to the credit of the Corps in such banks as may be approved by the Secretary as Deputy for the Treasurer, on the recommendation of the Authorizing Officer. Any change in signatures to cheques on accounts so opened is to be approved by the Authorizing Officer, who will notify the Bank concerned. Banking arrangements.

(b) No moneys other than public moneys shall be dealt with under such account. Public money only.

(c) The account shall be operated on by the respective Commanding Officers, and under no circumstances is it to be overdrawn. Overdrawals prohibited.

(d) Commanding Officers may place at interest on bank deposit for a term not exceeding one year (which term may be renewed from time to time, if so desired), any sum they will not require to use during that period, the interest shall be duly credited in cash-book, and expended in accordance with Regulation 137. Deposits at interest allowed

(e) If a Commanding Officer considers that, in the interests of the service, a subsidiary banking account is necessary for any Squadron, Troop, Battery, Company or out-lying Detachment, he shall apply in the usual way for authority to open same, and state his reasons for so doing. Suitable guarantee will be required on account of Officers concerned; and the responsibility of the Officer Commanding the Regiment, as regards the funds of the Regiment as a whole, is to remain unaffected. Subsidiary accounts and guarantee policies.

151. Payments shall in all cases be made by cheque signed by the Officer Commanding the Regiment or Corps, and countersigned by the second in command, or by the Adjutant or other member approved by the Commandant. Payments, how to be made.

152. Commanding Officers shall be responsible for keeping the account of all receipts and disbursements in the authorized cash-book, in accordance with the prescribed form. Every separate sum received or paid on the public account shall be entered in the cash-book, with the date on which the transaction takes place. An example of the manner in which the same are to be entered is given on *pro forma* following Regulation 165. Responsibility for keeping accounts.

153. Commanding Officers shall be required to keep a Guard Book, containing— Book to be kept.

The Roll and Pay List for Command, Brigade, or Battalion Staff;

The Roll and Pay List for Regiments and Corps;

Claims for Horse Allowance;

Copy of Annual Balance-sheet; and

All Cash Vouchers, which should be numbered consecutively.

It is to be clearly understood that all Cash Vouchers must contain fullest details, to satisfy the requirements of the Auditor-General or Audit Inspector. Cash vouchers.

- Balance-sheet.** 154. On or before the 10th of July in each year a balance-sheet in duplicate of the past year's receipts and expenditure, signed by the Commanding Officer, and countersigned by two other Officers, must be forwarded to the Authorizing Officer, who will transmit the original to the Secretary with any remarks he may consider necessary and retain the duplicate in his office. No portion of the annual allowance shall be issued to any Corps until such balance-sheet shall have been received.
- Pay list, &c., submission of.** 155. The roll and pay list of a Command, Brigade, Battalion, or Corps Staff shall be forwarded to the Assistant or Deputy Assistant Adjutant-General for submission to the Commandant, before being sent to the Paymaster. The Commandant's signature to be a voucher that the Officers on the list are efficient, in accordance with the Regulations, and entitled to the proportionate full pay for the period served as claimed on the pay list, irrespective of the parades attended.
- Unclaimed Militia pay, disposal of.** 156. In accordance with the provisions of section 29 of the *Audit Act 1901*, No. 4, all unclaimed pay left in the hands of the Commanding Officers must, after a period of three months, be returned to the District Paymaster, together with a statement showing the full names, ranks, and numbers of the persons to whom the amounts are due. The sums so returned shall be paid to the credit of the Trust Fund—Unclaimed Militia Pay Account—and can be drawn therefrom when claimed on properly certified voucher.
- Disbandment.** 157. In the case of the disbandment of a Corps, any balance of the Clothing and Corps Contingent Allowance or other funds, after payment of all expenses sanctioned under the Regulations, shall be paid into Revenue.
- Fines and stoppages.** 158. Fines and stoppages against members, or payments by members in respect of damage to, or deterioration, or loss of Government property, other than uniform, shall be forwarded to the District Paymaster for payment into Revenue.
- Stoppages for uniform.** 159. Stoppages in respect of unexpired value of uniform, or damage to, deterioration, or loss of uniform or kit, shall be forwarded to the District Paymaster for payment into Defence Revenue.
- Fines.** 160. All fines and stoppages shall be noted in the Returns of Pay.
- Discharge fees.** 161. Moneys received for purchase of Discharges must be forwarded to the District Paymaster for payment into Defence Revenue.
- Fund may be recouped certain moneys.** 162. Subject to the necessary provision being made by Parliament, Clothing and Corps Contingent Accounts of the Regiments, Battalions or Corps concerned may be recouped amounts paid to the District Paymaster under the provisions of Regulations 128, 147, and 159.
- Fidelity Guarantees.** 163. Commanding Officers shall require such Warrant and Non-Commissioned Officers as they may consider necessary, on account of their being entrusted with moneys, to be guaranteed for a sum of £100, the premium for which shall be paid from Corps funds.
- Accounts to be audited.** 164. The Official Accounts of all Commanding Officers or other persons in Military employ will be audited at least once annually by Officers appointed for the purpose by the Auditor-General.
- C.O. relinquishing command.** 165. Before the transfer or retirement of any Commanding Officer or other responsible Officer takes place, his official accounts are to be audited, and the necessary application should be made to the Audit Department through the District Paymaster.

Pro Forma.
Dr.

CASH BOOK.

57-58

Cr.

RECEIPTS.					EXPENDITURE.																	
Date.	From whom.	Pay.	Clothing and Corps Contingent Allowance.	Total.	PAYEE.		Voucher Number.	Pay.	CLOTHING AND CORPS CONTINGENT ALLOWANCE.												Total.	
					Name.	Particulars.			Clothing.	Corps Contingencies.												
										Orderly-room Expenses.	Printing, Stationery, Advertising, Postages.	Cleaning Arms, &c.	Care and Protection of Stores.	Replacing Losses or Damages to Stores, &c.	Band Expenses, &c.	Expenses—Target Practice, Parades and Camps.	Other Incidental Expenses.	Amount.				
1903.		£ s. d.	£ s. d.	£ s. d.				£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.			
July 17	District Paymaster	..	590 0 0	590 0 0	Aschough and Company	Tunics	1			
" 24	"	"	"	"	Gas Company	Gas, July	2	..	47 10 0	2 19 0	47 10 0			
August 4	"	"	"	"	Johns, G. ..	Coal	3	2 19 0	2 19 0	2 4 0			
" 4	"	"	"	"	George, J. ..	Firewood ..	4	2 4 0	2 4 0	0 18 0			
" 14	"	"	"	"	Sands and Kenny	Stationery ..	5	0 18 0	0 18 0	5 10 0			
" 14	"	"	"	"	Postmaster-General	Postage stamps ..	6	5 10 0	5 10 0	6 0 0			
" 29	"	"	"	"	Morning Herald	Advertising ..	7	6 0 0	6 0 0	0 7 6			
" 29	"	"	"	"	Jones, G. ..	Cleaning material ..	8	0 7 6	1 1 0	0 7 6	1 1 0			
" 31	"	"	"	"	Brown, J. ..	Labour	9	2 4 0	2 4 0	2 12 0			
September 4	"	"	"	"	Gas Company	Gas, August ..	10	2 12 0	2 12 0	2 5 0			
" 4	"	"	"	"	White, G. ..	Cleaning, O. R. ..	11	2 5 0	0 7 6	0 7 6	2 7 0			
" 10	"	"	"	"	Daily Telegraph	Advertising ..	12	2 7 0	1 15 0			
" 16	"	"	"	"	Exon and Company	Music	13	2 7 0	2 7 0	1 15 0			
" 16	"	"	"	"	Brown, J. ..	Labour and marking ..	14	1 0 0	0 15 0	..	0 4 6	14 10 0			
" 20	"	"	"	"	Williams, G. ..	Tram fares ..	15	0 7 6	7 18 0			
" 21	"	"	"	"	Exon and Company	Band instruments ..	16	4 10 0	0 7 6	4 0 0			
" 21	"	"	"	"	Morning Herald	Advertising ..	17	0 7 6	0 7 6	2 12 0			
" 24	"	"	"	"	Ordnance Stores	Belts and pouches ..	18	7 18 0	7 18 0	2 12 0			
October 2	Wishart, W., No. 3427	870 16 0	1 2 0	1 2 0	Aschough and Company	Caps	19	..	4 0 0			
" 2	District Paymaster	870 16 0	..	870 16 0	Gas Company	Gas, September ..	20	2 12 0	2 12 0	870 16 0			
" 3	"	"	"	"	"	"	21	1 0 0			
" 3	"	"	"	"	Officer Commanding	Pay, as per Pay Sheets ..	22	870 16 0	0 7 6			
" 3	"	"	"	"	White, G. ..	Cleaning, O. R. ..	23	1 0 0	0 7 6	26 0 0			
" 3	"	"	"	"	Williams, G. ..	Tram fares ..	24	0 7 6	0 7 6			
" 4	"	"	"	"	Aschough and Company	Trousers	25	..	26 0 0	1 4 0			
" 4	"	"	"	"	Daily Telegraph	Advertising ..	26	0 7 6	0 7 6	1 4 0			
" 6	"	"	"	"	Ordnance Stores	Slings	27	1 4 0			
" 8	"	"	"	"	"	"	29			
Carried forward		870 16 0	591 2 0	1,461 18 0	Carried forward	870 16 0	77 10 0	14 10 0	13 0 0	1 1 0	3 4 0	9 2 0	6 17 0	0 15 0	0 12 0	59 1 0	1,007 7 0			

NOTE.—Cash Book should be balanced at least once a quarter, i.e., 30th September, 31st December, 31st March, and 30th June.

Authorised Version C1917L00031 registered 10/09/2022

PRO FORMA.

STATEMENT OF ACCOUNTS.

* Cash Account for Financial Year ending 30th June, 19 .

Receipts.	Amount.	Expenditure.	Amount.
	£ s. d.		£ s. d.
Balance, as per last return		Balance, as per last return	
From District Paymaster, A/c. Pay † ...	1,810 0 0	By Pay	1,760 0 0
From District Paymaster, A/c. Clothing and Corps Contingent Allowance †	590 0 0	" Clothing £420 0 0	
Amounts received from other sources ‡ ...		" Orderly-room Expenses 28 0 0	
Unexpired value of clothing	12 0 0	" Printing, Stationery, Ad- vertising, Postages 15 0 0	
		" Cleaning Arms 5 0 0	
		" Care and Protection of Stores 8 0 0	
		" Replacing losses or damages to Stores, &c. 20 0 0	
		" Band Expenses 56 0 0	
		" Expenses—Target practice 14 0 0	
		" Other Incidental Expenses 3 0 0	
		" Repayments to District Pay- master†... .. 3 0 0	
			572 0 0
			2,332 0 0
		Balance in Bank	80 0 0
	£2,412 0 0		£2,412 0 0

* This account to give totals under each heading in Cash Book during year.

† Statement to be attached showing how made up.

‡ Particulars to be shown, such as interest, lettings, &c.

Statement of Assets and Liabilities—Financial Year ending 30th June, 19 .

Assets.	Amount.	Liabilities.	Amount.
	£ s. d.		£ s. d.
To Balance in Bank*	80 0 0	By Pay	50 0 0
" Amount due from District Paymaster † ...	585 0 0	" Clothing £7 0 0	
" Clothing ‡	30 0 0	" Orderly-room Expenses ... 4 0 0	
		" Printing, Stationery, Adver- tising, Postages	
		" Cleaning Arms	
		" Care and Protection of Stores	
		" Replacing losses or damages to Stores, &c. 7 10 0	
		" Band Expenses	
		" Expenses—Target practice	
		" Other Incidental Expenses ... 1 10 0	
			20 0 0
			70 0 0
		Balance	625 0 0
	£695 0 0		£695 0 0
Pay £50 0 0			
Clothing and Corps Contingent Allowance 30 0 0			
*£80 0 0			

† This should include the Clothing and Corps Contingent Allowance due on 1st July.

store, but not clothing in wear by the Corps.

Countersigned.

‡ This should include unworn clothing and material in
N.B.—No private property of Corps should be shown in this Statement.

Commanding.

INSTRUCTIONS WITH REGARD TO THE PREPARATION OF MILITIA PAY SHEETS.

166. The following instructions shall be observed with regard to the preparation of Militia Pay Sheets :—

- (a) All Militia Pay Sheets must be prepared in duplicate. Pay sheets.
- (b) The order observed when submitting the first pay sheet for any portion of a financial year must be maintained during the remainder of that year, and all *Names and Amounts Paid*, shown in the first pay sheet must be included in subsequent pay sheets, except in case of continuous training, notwithstanding that some members may have been discharged during the period represented by the first claim. Entry by order of seniority is preferred in this regard, but is not mandatory, *i.e.*, alphabetical arrangement of names may be adopted. Seniority of ranks, *i.e.*, Captains, Lieutenants, &c., to Privates, must be adhered to in preparing pay sheets. Order to be observed.

In cases, such as promotions, or "Recruits passed into ranks," where payment is made at varying rates, the drills performed in each rank or stage shall be shown separately on each pay sheet during the financial year, and separate amounts according to each stage shown in the column "Total amount for which payment is claimed," a single total only to be shown in column "Balance due." In the event of more than one payment at varying rates prior to the final payment in any one year, each amount drawn on behalf of a member shall be separately shown in the final pay sheet for the year. Entries, how made.

- (c) Members of Staffs are entitled to payment on the certificate of the Commanding Officer, and approval by Commandant, irrespective of the number of parades attended. The amounts claimed shall, therefore, except in the case of Acting Militia Adjutants, be proportionate to the period represented by claim. Acting Militia Adjutants, being paid a daily rate, the amount claimed shall be governed by the number of days in the period for which payment is due. Staff claim.

Members promoted from a Squadron or Company to the Staff during the currency of a half-year are entitled to "payment for all duties," within the Regulation limits, performed with the Company or Squadron, and also to either a proportionate amount of the higher rate or payment for the actual duties, within the Regulation limits, performed whilst on the staff (whichever is the higher), providing that the rate laid down for such higher rank is not exceeded. Promotions, Staff.

The drills performed with the Squadron or Company shall be claimed in the Squadron or Company Pay List. Drills, how claimed.

Staff Pay Lists shall be forwarded to the Assistant Adjutant-General or to the Deputy Assistant Adjutant-General, for submission to the Commandant, and transmission to the District Paymaster. Staff Pay Lists.

- (d) In preparing Pay Sheets for use at Camps, the numbers, ranks, and names of members of Corps must be filled in prior to proceeding to camp, leaving only the number of days attended and amounts due to be added in Camp pay sheets.

	camp. Spaces opposite names of absentees to be left blank. No further particulars are required in these pay sheets, unless promotions are made in camp, when instructions as in (b) are to be observed.
Order to be observed.	Camp pay sheets must be made out in the same order as that for the first periodical payment.
Staff not included.	Members of Staffs must not be included in Camp Pay Sheets.
Establishment, varying of.	(e) The establishment laid down shall not be exceeded, except that where a vacancy exists in a higher rank, a corresponding increase may be made in any lower rank. For instance—if a vacancy for Captain exists, an extra Lieutenant, Sergeant, or any lower rank may be included in pay sheets. Vacancies shall only be taken to mean shortages of establishments and not merely absence from parade. Commissioned Officers' rates of pay, however, shall only be drawn by Commissioned Officers. This does not apply to Bandsmen, Trumpeters, or Buglers; in these cases the establishment laid down shall not be exceeded.
Vacancies.	(f) In cases of promotions it is permitted for a member promoted to earn the full pay of the higher rank for the year, providing that he attends, subsequent to promotion, sufficient parades to entitle him to the maximum. For example, a Corporal promoted to Sergeant on 31st December, has attended, say, eight days during the first half-year, and has drawn £3 12s. (half Corporal's rate for the year). If, subsequent to promotion, a further sixteen days be attended, he is entitled to £8 (Sergeant's rate) less the £3 12s. already drawn. If sixteen days have not been attended subsequent to promotion, credit shall be given for all drills performed in the higher rank, at the higher rate, and the balance required to complete the maximum number of days for which payment may be claimed, shall be drawn from parades attended in the lower rank, and, of course, paid for at the lower rate.
Promotions, how pay calculated on.	The parades attended in the several ranks shall be shown separately.
Parades, how shown.	When an Officer is promoted the date and number of <i>Gazette</i> in which the promotion is published must be inserted.
Officer promoted.	(g) When a member is transferred from one Corps to another, or from one Company or Squadron to another, of the same Regiment, the whole of the pay due to the member shall be claimed with the Corps, Company, or Squadron to which transferred. Pay sheets shall show respectively the Corps, &c., to or from which transferred, and the Officer Commanding the Regiment or Corps from which the transfer takes place shall furnish the Officer Commanding the Regiment or Corps to which the transfer is made full particulars of amounts paid, parades attended, &c., and, in addition, transfer the amount of deferred pay standing to the credit of the member transferred.
Transfers.	(h) The drills performed during the Recruit stage shall be shown separately from those attended subsequent to passing into ranks. No parades attended prior to attestation are to be paid for.
Recruits.	

A member passed into ranks during the currency of a financial year is, provided that the necessary duties have been performed, entitled to the maximum pay for the year, irrespective of date of being passed in, pay for Recruit drills being part of the maximum pay for the year. Both date of joining and passing in shall be shown in the column set apart for that purpose, and, in the case of Officers joining, the date and number of *Gazette* in which appointment is published must be inserted.

Members not passed in shall not be entitled to any pay-
ment. Payments prohibited.

- (z) Supernumeraries shall not be entitled to payment for any duties performed as such. Payment shall only be claimed for parades attended subsequent to being brought on the fixed establishment. Date of transfer to fixed establishment shall be shown. Super-numeraries.
- (j) Lance ranks and acting appointments shall not carry any increase of pay with the exception of Acting Militia Adjutants, for whom a special rate is provided. Acting and lance ranks.
- (k) The Regulation under which a discharge is made should be quoted on final pay sheet for the financial year, in addition to that for the period in which the discharge takes place. Regulations to be quoted on discharge.
- (l) As these pay sheets constitute the permanent record of the Militia Forces, it is essential that they should be neatly and accurately compiled, and all alterations in "amounts paid" are to be initialed by payees. All information regarding Dates of Joining, Passing into Ranks, Promotions, Transfers, Discharges, &c., and the columns relating to Efficiency are to be correctly posted. Accuracy of sheets.

PART VI.

RIFLE CLUBS AND RANGES.

Rifle Clubs.

167. An efficiency grant of 5s., subject to the necessary provision being made by Parliament, will be made each year for every active member of a Rifle Club, and an additional £1 for every Cable Guard member who fulfils the prescribed conditions and is classified as "efficient" on the 30th June of any year for services performed during the twelve months immediately preceding. Efficiency grant.

167A. District Paymasters shall deduct from the annual efficiency grant due to a Rifle Club the amount of any claims for damages to, or for loss or deterioration of, stores, equipment, or Government property of any kind, which have been approved by the District Commandant, or other competent authority, to be a charge against such Rifle Club. Inserted by S.R. 1914/143.

167B. Where the financial year has closed, and a Rifle Club has not received its efficiency grant, the reason being neglect on the part of the Rifle Club concerned to comply with instructions issued, or through delay on its part in furnishing returns, no application for payment of such efficiency grant will be entertained. No grant to be made after close of financial year.

Disbursement of efficiency grant. 168. The following are the services upon which the grant made under Regulation 1186 may be expended :—

- (a) Payment of markers for musketry course and any other necessary expenditure in connexion with the musketry course.
- (b) Maintenance and repair of rifle ranges and accessories.
- (c) Stationery and postage.
- (d) General expenses in connexion with the interior economy of the Club.
- (e) Affiliation fees of District Rifle Club Unions.
- (f) Other expenditure that may be approved by the District Commandant.

Efficiency grants the property of the club. 169. Efficiency grants are not to be considered the property of, and cannot be claimed by, any individual, but will be handed over to the Captain of the Club for the purposes of meeting the expenses mentioned in Regulation 1188. In the case of the £1 efficiency grant earned by Cable Guard members, it will be paid to the member concerned.

Efficiency grants, banking arrangements. 170. The efficiency grant, as soon as it is received from the District Paymaster, will be paid into a bank by the Captain of the Club to the joint account of the Captain and treasurer or secretary of the Club, and will be kept distinct from any private account. A cash-book will be kept, in which will be recorded all sums received and each item of expenditure on the service specified in Regulation 1188. Receipts for all payments shall be obtained, but in respect to amounts not exceeding 5s., a certificate signed by the Captain and secretary of the Club that the amount has actually been paid for the purpose stated may be accepted instead. In respect to moneys to be received from the District Paymaster as repayments, receipts from principals must be furnished.

Efficiency grants, accounts. 171. The accounts will be balanced on the 30th June of each year, and a statement on the authorized form will be prepared and signed by the Captain and treasurer or secretary of the Club, and will be forwarded to the Supervisor of Rifle Clubs as soon after that date as practicable, but not later than the 30th September. This statement will show the receipts from the Government during the year, and the full expenditure of the authorized services mentioned in Regulation 1188.

Railway warrants. 172. Free railway passes for rifle shooting may be issued on the approval of the Commandant, providing the Authorizing Officer certifies that funds are available.

Rifle Ranges.

Grants for Rifle Ranges. 173. (1) Each new Rifle Club may receive a grant of money for the formation, construction and equipment of its rifle range: provided, however, that the maximum grant allotted to any Club for such purpose shall not exceed £75, except under very exceptional circumstances and on the approval of the Governor-General.

(2) The amount of the grant to each Club shall be governed by the report of the Inspector of Rifle Ranges or other qualified person detailed to carry out the inspection, who, after inspecting the proposed site, will record his opinion as to the probable cost of construction and equipment, taking into consideration local conditions and requirements.

(3) In cases where it may be necessary to reconstruct, alter, or carry out any repair to any existing rifle range, subsequent to 15th

November, 1911, or one constructed thereafter, a grant not exceeding £75 may be allowed; but when the cost of such reconstruction, alteration, or repair is estimated to exceed £10, the Inspector of Rifle Ranges or other qualified person may be detailed to inspect such range, and report and record his opinion as to the probable cost of reconstruction, alteration, or repair.

173A. (1) Grants for the formation, construction, and equipment of rifle ranges will be subject to the following conditions:—

Conditions governing grants for construction and repairs.

- (a) That the land upon which the range is situated is held by the Commonwealth under a permissive occupancy from the Crown; or
- (b) If the land upon which the range is situated is private property, that it is held by the Commonwealth under a lease of approved conditions, and of at least five years' duration; under exceptional circumstances, the Minister may approve of a lesser duration than five years.
- (c) All ranges shall be available for the Naval and Military Forces and Junior and Senior Cadets in the locality, and such Forces and Cadets shall be permitted to use the range at such time or times as may be arranged between the committee of the Club and the officer commanding such units.
- (d) That the grant for the construction of a rifle range under sub-regulation (1) of Regulation 1171 having been determined and allotted, and the range having been constructed and opened for rifle practice, no further claim under this heading will be allowed except as provided in Regulation 1176.

(2) Grants for reconstruction, alteration, or repair of Rifle Ranges will be subject to the following conditions:—

- (a) The amount of the grant for the reconstruction, alteration, or repair of a rifle range which is situated on private property will depend upon the unexpired tenure held by the Commonwealth over the rifle range site on such property.
- (b) A Club having received the maximum grant of £75 for the reconstruction, alteration, or repair of its range, shall not be entitled, *except under very exceptional circumstances*, and on the approval of the Governor-General, to any further grant.
- (c) The reconstruction, alteration, or repair need not necessarily be carried out in any one year, but may extend over any period; provided, however, that the maximum grant shall not exceed £75, except as provided for in the sub-paragraph next preceding.

(3) All grants under the provisions of this Regulation will be subject to the necessary provision being made by Parliament, and will require the certificate of the District Commandant.

173B. Where it is found that a range and equipment used jointly by a Rifle Club and Military Unit is not sufficiently adequate to meet requirements, and where the existing range accommodation on a Military Range is less than eight target machines, and it is found necessary to increase the accommodation for the use of members of Rifle Clubs, the cost may, with the approval of the Minister, be charged to the Vote "Grants to Rifle Clubs for Ranges."

Inadequacy of equipment.

Conditions of
payment for
repairs and
maintenance.

173C. (1) Repairs and maintenance will be subject to the conditions which govern similar expenditure on Military Ranges; such repairs may be carried out on the approval of the Military Commandant, and charged to the Vote "Grants to Rifle Clubs for Ranges."

(2) No money will be paid to a Rifle Club as rent or maintenance in consideration of its range being used by a Military Unit.

(3) No grant will be paid towards the establishment of branch ranges in connexion with any Club except with the approval of the Minister.

(4) No claim for any work carried out on a rifle range without proper authority will be recognised.

District Union
Ranges.

173D. Where for the convenience of the different Clubs allotted to any District Rifle Club Union the Rifle Club range selected to be the District Union rifle range requires construction, reconstruction, alteration, or enlargement, a sum of money (in equal proportions from each Club) from the unexpended balance of the grant, as provided for in sub-regulation (3) of Regulation 1171, lying to the credit of the various Clubs allotted to such District Rifle Club Union may, with the consent of the District Commandant, be expended upon such construction, reconstruction, alteration, or enlargement of the District Union rifle range; provided, however, if the unexpended balance of any Club is insufficient to meet its quota of the expenditure, the additional amount required shall be borne by the remaining Clubs in such proportion as may be determined by the District Commandant. A debit of all such sums shall be made by the Supervisor of Rifle Clubs against the amount of the grant for each Rifle Club concerned.

Grants,
miniature rifle
range.

173E. (1) Any Rifle Club which establishes a miniature rifle range may receive a grant towards its construction, subject to provision being made by Parliament, and provided that such grant shall not exceed £30 of any unexpended balance of the grant for the construction of its main range as laid down in sub-regulation (1) of Regulation 1171. If the unexpended balance is less than £30, then only such balance shall be allowed, except with the approval of the Minister, who may, notwithstanding that the balance available is less than £30, authorize a grant not exceeding that amount for an individual club, or where a number of clubs unite for the building of a joint or central range, such amount as he may consider expedient.

(2) Any Rifle Club having no main range of its own, and which establishes a miniature rifle range, may, subject to provision being made by Parliament, receive a grant not exceeding £30 towards the construction thereof, or where a number of clubs unite for the building of a joint or central range, such amount as the Minister may consider expedient.

(3) A Rifle Club which has constructed a miniature rifle range under these Regulations may allow any Miniature Rifle Club or Clubs which have affiliated with the Miniature Rifle Association of the Military District in which they are situated to practise and hold competitions on its miniature range on such terms and conditions as may be fixed by the by-laws of the Rifle Club concerned.

(4) In all cases where a grant is made towards the cost of construction of a miniature rifle range an approved tenure to the Commonwealth over the land involved in the site must be obtained.

Return of
grants during
the year.

174. The District Commandant will forward to Head-Quarters by the 31st July in each year a return showing the amounts expended under Regulations 1171 to 1176 during the preceding financial year. The return will be prepared by the Supervisor of Rifle Clubs, and checked by the District Paymaster.

PART VII.

COMPENSATION FOR INJURIES RECEIVED OR DISEASE
CONTRACTED ON DUTY—PERMANENT FORCES.

175. Compensation may be recommended by a Medical Board appointed to inquire into the case of any member of the Permanent Forces who is retired or discharged on account of wounds or injuries received, or disease contracted while in the performance of military duty, provided the wound, injury, or disease was not due to the member's default. The compensation shall be according to the following scale:—

Compensation for injuries received or disease contracted on duty—Permanent Forces.

- (a) The maximum amount.
- (b) Three-quarters of the maximum amount.
- (c) One-half of the maximum amount.
- (d) One-quarter of the maximum amount.

The maximum amount shall be a sum equivalent to three years' pay, including any allowances for quarters and rations at the rate the member received or was allowed at the date of his retirement or discharge. The maximum amount shall only be awarded in case of total disability to earn a livelihood. In case of partial disability, the compensation shall be less than the maximum amount, and shall be fixed in accordance with the scale, so that the amount awarded shall be proportionate to the degree of disability of the member.

Compensation, awarding of.

176. Compensation may be recommended by a Medical Board appointed to inquire into the case, to the widow and family of any member of the Permanent Forces who is killed when on duty, or dies of any disease contracted while in the performance of military duty, if the death or disease were not due to the member's default. The amount of compensation awarded shall not exceed three years' pay, including allowances for quarters and rations at the rate the member received or was allowed at the date of his death. No claim for compensation shall be considered unless it be made within twelve months after the death of the member. The proceedings of the Court of Inquiry assembled under the Australian Military Regulation 727, will be placed at the disposal of the Medical Board appointed under the above Regulations to deal with the case.

Widows and families.

Claim, time for limited.

177. Members of the Permanent Forces may be treated in a private hospital, on the distinct understanding that the Department will only be liable for the payment of fees which would have been charged had the patient been treated in an approved General Hospital, except under very special circumstances, which must be approved by the Minister.

Private hospital fees.

Compensation to Minors Injured, &c.

177A. Compensation payable in respect of any injury received or disease contracted by a member of the Permanent Forces who is under the age of twenty-one years may, in the discretion of the Minister, be paid either to the member himself or on his behalf to a person or persons approved by the Minister.

Inserted by S.R. 1914/92.

Compensation to Dependents.

177B. Compensation payable in respect of the death of a member of the Permanent Forces who leaves dependants, all or any of whom are under the age of twenty-one years, may, in the discretion of the Minister, be paid on their behalf or on behalf of such of them as are under the age of twenty-one years to a person or persons approved by the Minister.

PART VIII.

COMPENSATION FOR INJURIES RECEIVED OR DISEASE
CONTRACTED ON DUTY—ACTIVE CITIZEN MILITARY
FORCES.

Compensation
for injuries
received or
disease
contracted on
duty.

Amended by
S.R. 200/15.

178. Sums not exceeding 10s. per diem to an Officer, and 6s. per diem to a Warrant Officer, Non-commissioned Officer or Man of the Active Citizen Military Forces, may be approved for payment, for a period not exceeding six months, out of any moneys "which may be voted by Parliament" for that purpose, to compensate for loss of salary or wages such Officers, Warrant Officers, Non-commissioned Officers, or Men who may be injured in the performance of military duty and temporarily incapacitated from resuming their calling or trade in consequence of such injury. Full particulars as to any injury must be communi-

cated to the Commandant of the District within forty-eight (48) hours after its occurrence, otherwise claims will not be considered; and the Commandant shall thereupon direct a Medical

Compensation
limited.

Officer of the Army Medical Corps, if possible, to report on the case. A Court of Inquiry shall be assembled to inquire into the circumstances of each case, and submit its recommendation to the Commandant. The compensation shall be limited to the period during which the officer or man shall be shown to have been wholly unable to follow his occupation, and shall not be issuable for the day of the accident or any Sunday, or for any period during which he shall have been in camp, and have drawn pay of his rank.

When not
allowable.

Compensation shall not be allowed to a member in respect of any injury sustained by him whilst proceeding to the place of assembly, or whilst returning home after the dismissal of the Corps from duty.

In cases in which an injury is not reported to the District Commandant within the limits of the time prescribed by this Regulation, and the Government is subsequently called upon to pay compensation in connexion with such injury, the amount so paid by the Government may be made a charge against the officer or soldier responsible for the neglect of duty in failing to report the injury.

Permanent
injuries.

179. If, in the opinion of the Medical Officer attending the individual, the injury is of a permanent nature, a report shall be forwarded to the Commandant, who shall convene a Medical Board to inquire into the case, which may recommend an amount of compensation, if any, in accordance with the following scale:—

Permanent disability shall be classified as follows:—

- Total disablement.
- Three-quarters disablement.
- One-half disablement.
- One-quarter disablement.

How calculated.

The maximum grant for total disability shall not exceed three years' pay of the member's rank in the same branch of the Permanent Forces, or, if there be no such branch of the Permanent Forces, of an equivalent rank in the Royal Australian Artillery. Any allowance for quarters and rations to be included. The proceedings of the Court of Inquiry assembled under Regulation 178 shall be placed at the disposal of the Medical Board.

180. Applications for compensation, except as provided in Regulation 5 (d) shall be forwarded for the consideration of the Military Board, and must be supported by the following documents:—

- (a) The proceedings of the Court of Inquiry (and Medical Board, if any) which reported on the case.
- (b) A certificate showing the period during which the officer or soldier was unable to follow his calling or trade. When, however, the injury is of so severe a nature as to incapacitate the officer or soldier from following his employment for a period exceeding two months, a medical certificate showing the state of the case must be forwarded to the Commandant of the District at intervals of one month.
- (c) A certificate from the employer of the officer or soldier showing the officer's or soldier's average weekly earnings, and that his pay has been stopped during the period for which compensation is claimed.
- (d) A report from the Medical Officer who attended the individual or examined him.
- (e) A statement of all medical expenses that are recommended to be defrayed by the Government. Only Government rates for medical attendance in each State will be recognised. Practitioners' fees.
- (f) All correspondence on the subject, including a certificate from the District Paymaster that the documents are in order, and bearing the remarks and recommendations of the Commandant concerned.
- (g) No fees will be paid for certificates necessary to support claims for compensation under these Regulations

181. Members of the Citizen Forces may be treated in a private hospital on the distinct understanding that the Department will only be liable for the payment of fees which would have been charged had the patient been treated in an approved General Hospital, except under very special circumstances, which must be approved by the Minister. Private hospital fees.

182. An officer or soldier may be required by the Principal Medical Officer of a Military District to go into a Military or Public Hospital for treatment. Should such officer or soldier refuse to do so, the medical expenses otherwise incurred shall not be defrayed by the Government. Hospital, admittance to.

183. The Director-General Medical Services shall report on each case submitted as above. The Principal Medical Officer shall report upon cases covered by Regulation 5 (d). D.G.M.S. to report on cases.

184. (a) Compensation may be recommended by a Medical Board appointed to inquire into the case to the widow and children of any member of the Active Citizen Military Forces who is killed when on duty, or dies of any injury received or disease contracted while in the performance of military duty, if the death, injury, or disease were not due to the member's default. Compensation to widows and children.

The proceedings of the Court of Inquiry assembled under Regulation 178 shall be placed at the disposal of the Medical Board.

(b) The compensation awarded shall not exceed three years' pay of the member's rank in the same branch of the Permanent Forces, or if there be no such branch of the Permanent Forces, of an equivalent rank in the Royal Australian Artillery. Any allowance for quarters and rations to be included. How calculated.

Claims, time
for limited.

Evidence to be
taken on oath.

(c) No claim for compensation shall be considered unless made within twelve months after the death of the member.

(d) The evidence taken before a Court of Inquiry appointed to inquire into any case under Part VIII. of these Regulations shall be on oath, and the Court shall administer the same oath or solemn declaration to witnesses as if the Court were a Court-Martial.

Compensation to Minors.

Inserted by S.R.
1914/92.

184A. Compensation payable in respect of any injury received or disease contracted by a member of the Active Citizen Military Forces who is under the age of twenty-one years, may, in the discretion of the Minister, be paid either to a member himself, or, on his behalf, to a person or persons approved by the Minister.

Compensation to Dependants who are Minors.

184B. Compensation payable in respect of the death of a member of the Active Citizen Military Forces who leaves dependants, all or any of whom are under the age of twenty-one years, may, in the discretion of the Minister, be paid on their behalf, or on behalf of such of them as are under the age of twenty-one years, to a person or persons approved by the Minister.

PART IX.

COMPENSATION FOR INJURY TO OR LOSS OF HORSE—
PERMANENT, MILITIA, AND VOLUNTEER FORCES.

Compensation
for loss of horse.

General
conditions.

185. Compensation not exceeding £25 may be granted for the loss of and not exceeding £10 (to include veterinary and all other expenses) for injury to a horse the *bona fide* property of a member of the Permanent, Militia, or Volunteer Forces, under the following conditions, viz. :—

- (a) That the accident which caused the loss occurred in the actual performance of duty in the field, or while on duty with a detachment in military formation, and under the command of an Officer, Warrant or Non-commissioned Officer of the Permanent Staff, Militia or Volunteers.
- (b) That the accident was not occasioned by any fault or want of due care.
- (c) That the loss was wholly occasioned by the act of duty which resulted in the horse's death.
- (d) Compensation is not intended to make good the full amount of loss sustained, but the value of the horse lost to be supported by a certificate in case of an Officer, and a sworn affidavit or statutory declaration in the case of other ranks, not exceeding £25, may be granted to the owner thereof upon application through the Officer Commanding the Corps, in accordance with above conditions.
- (e) Before the Commandant's recommendation or approval is given for any compensation for loss of a horse, the District Paymaster shall certify that the documents are in order.
- (f) Notwithstanding this Regulation, the Military Board may, in very exceptional cases, approve of payment of an amount in excess of the amounts herein specified.

186. Compensation for horses shall not be allowed in the following cases, viz. :— Compensation, when not allowed.

Loss on account of injury when the animal is being taken from its owner's stables to the place of assembly for duty, or returning home after the dismissal of the corps from duty.

Sprains or lameness.

Loss resulting from internal causes, such as inflammation of the bowels, rupture, hæmorrhage, cold, fever, &c.

No claim for compensation for loss of services of a horse will be entertained, *except under very special circumstances.* Loss of service not recognised.

187. Where it can be clearly shown that the loss of a horse is actually occasioned by its being necessarily subjected to severe or extraordinary exertion while on military service, the Military Board will be prepared to take into consideration such cases upon the recommendation of the Commandant. Extraordinary causes of loss.

188. Full particulars as to any injury must be communicated to the Commandant of the District within forty-eight (48) hours after its occurrence, otherwise claims will not be considered. Injuries must be reported.

In cases in which an injury is not reported to the District Commandant within the limits of the time prescribed by this Regulation, and the Government is subsequently called upon to pay compensation in connexion with such injury, the amount so paid by the Government may be made a charge against the officer or soldier responsible for the neglect of duty in failing to report the injury.

189. Except as provided under Regulation 5 (e), all applications for compensation shall be submitted through the Finance Member, and will be invariably accompanied by— Applications, documents, &c. required.

(a) The proceedings of the Court of Inquiry which reported on the case; or, if no Court of Inquiry were assembled (for which special reasons must be given), by a detailed statement of the circumstances of the case.

(b) A certificate in the case of an Officer and a sworn affidavit or statutory declaration by the owner in the case of other ranks, showing the period during which the horse was unfit, that it was fit for service prior to the accident, and that the injured horse was the *bonâ fide* property of the claimant.

(c) Where obtainable, a report from the Veterinary Surgeon who examined or attended to the horse.

(d) In case of death, the age and the estimated value of the horse at that time, and in the case of injury, the age and estimated value of the animal both prior and subsequent to such injury, supported by a certificate from a Veterinary Surgeon (where obtainable), and also from the Commanding Officer.

(e) All correspondence on the subject, including a certificate from the District Paymaster that the documents are in order, and bearing the remarks and recommendations of the Commandant concerned.

Civil
practitioner
fees.

190. In order to avoid the inconvenience which arises from time to time in settling the claims of civilian Veterinary Surgeons, the Officer Commanding must take care that, whenever the services of a civilian practitioner are required, he is informed that, in case of objections being raised to the charges he may make for his professional attendance, they must be submitted for the examination and decision of the Commandant, and that his award must be considered as final by the practitioner. The practitioner shall only be employed if he makes an agreement to this effect, and Officers Commanding will be held responsible that such agreements are duly made.

Horses hired or
loaned.

**Substituted by
S.R. 200/15,
operates from
1.10.1915.**

Veterinary
service for.

191. Compensation may be granted under similar conditions to those prescribed in Regulations 185-190 in the case of loss or injury to a horse lent or hired to an individual member of the Forces for use at authorized Parades or Camps, provided that the owner proves to the satisfaction of the Commandant that such horse was fit for Military purposes when lent or hired.

192. Privately-owned horses injured when in the actual performance of duty in the field or while on duty with a detachment in Military formation will not be sent at public expense into private Veterinary Hospitals. They should usually be treated by the Officer in veterinary charge of Army Remounts, and may be placed in the care of the Remount Section, except in such cases where it would be more economical to employ a civilian Veterinary Surgeon, or make use of a private Veterinary Hospital.

Evidence on
oath, &c.

193. The evidence taken before a Court appointed to inquire into any case under Part IX. of these Regulations shall be on oath, and the Court shall administer the same oath or solemn declaration to witnesses as if the Court were a Court Martial.

PART X.

TRAVELLING ALLOWANCES.

Issues, when
dated from.

194. Claims for increased rate of travelling, or other allowances consequent on promotion to higher rank, shall not be admitted for any period prior to the date of gazettal or notification of the promotion.

Ranks allowed
for.

195. Members of the Military Forces shall draw the travelling allowance provided for their substantive rank.

Rates.

Travelling
allowances.

196. (a) The following are the rates of Travelling Allowances which may be drawn by members of the Military Forces when necessarily absent on duty from their usual place of residence, except when accompanied by troops who are rationed, in which case travelling allowance will not be drawn.

Where not
applicable.
S.R. 17/1916.

(b) Except where otherwise provided, travelling allowance under this Regulation shall not apply to members of the Citizen or Cadet Forces, or to Topographers of the Survey Corps.

(c) *Scale of Travelling Allowances.*—

(c) Scale of Travelling Allowances.—			Scale of travelling allowances Substituted by S.R. 100/14.	
Rank.	Daily Allowance.	Daily Allowance after One Week's Residence in same Place.	Hourly Rate.	
	s. d.	s. d.		
Members of the Military Board, Inspector-General, Brigadier - General, or Commandant ...	20 0	15 0	$\frac{1}{24}$ of daily rate for each hour when the journey is not completed in the same day.	
Colonel ...	15 0	12 6		
Lieut.-Colonel ...				
Major ...				
Captain ...	12 6	10 0		
Lieutenant ...				
Quartermaster ...	10 0	8 6		
Warrant Officer ...				
Staff-Sergeant ...	8 0	6 0		
Sergeant ...				
Other Non-commissioned Officers ...	6 0	5 0		
Gunners, Privates, &c. ...				

Amended by
S.R. 1915/61.

After two weeks' residence in the same place, there shall be substituted for the rates prescribed in the above scale the rate of £2 10s. per week in the case of an Officer, and £1 10s. per week in the case of a Warrant or Non-commissioned Officer, provided that such allowance shall not be continued for longer than two months without the approval of the Military Board.

(d) The above rates of Travelling Allowance are exclusive of any cost of conveyance by rail, coach, or steamer; and in computing the period the time shall be counted from the time of departure by train, coach, or steamer to the time of return by the same. **Exclusive of cost of conveyance.**

(e) When travelling by steamer or other vessel in which the fare paid includes subsistence, one quarter of the ordinary rates shall be allowed. **Rate when afloat.**

(f) Members when travelling overland beyond the limits of the State in which they are ordinarily employed, shall receive an increase of one-fifth on the scale rates, which shall be calculated from time of departure of train or other approved conveyance to the time of return by the same, but in cases of travelling by steamer in which the fare paid includes subsistence such increase shall be paid from the time of disembarkation in other States. Provided that this Regulation shall not apply to those employed at stations on or near the border of the State, or to members proceeding outside the Commonwealth. **Amended by S.R. 125/1915.**

(g) Members stationed in Western Australia, when travelling on duty in the gold-fields districts, shall receive an increase of one-fifth on the rates laid down in the scale of Travelling Allowance. **Special to Western Australia.**

(h) Where it is proved to the satisfaction of the Military Board that the travelling expenses a member is entitled to draw under these Regulations do not cover his actual expenses, the Military Board may authorize payment of such sum as he may consider necessary. **Rates when insufficient to cover expenses.**

Minister may
reduce or
disallow claims.

(i) The Military Board may reduce the rates of Travelling Allowances, or disallow any claim, when the circumstances appear to justify such a course. District Paymasters to report through the Commandant any extraordinary cases which may arise.

Meal allowances.

(j) When a journey is commenced and completed on the same day, and the member proceeds to a place not less than 16 miles from his station, he shall be allowed necessary expenses for meals only, which must not exceed the following rates :—

	Morning Meal.	Mid-day Meal.	Evening Meal.
	s. d.	s. d.	s. d.
Officers (other than in Queensland and Western Australia) ...	2 0	2 0	2 6
Officers in Queensland and Western Australia ...	2 6	2 6	2 6
Warrant Officers and Non-commissioned Officers above the rank of Corporal (other than in Queensland and Western Australia) ...	2 0	2 0	2 0
Warrant Officers and Non-commissioned Officers above the rank of Corporal in Queensland and Western Australia ...	2 6	2 6	2 6
Other ranks ...	1 6	1 6	1 6

Area governing
payment of
meal allowance.

(k) In cases where the places visited are less than 16 miles distant from place at which stationed, no allowance for meals shall be granted unless under exceptional circumstances which must be previously submitted to Head-Quarters.

Allowance,
when payable.

(l) A morning meal shall only be granted if leaving before 6.30 a.m., and an evening meal if returning after 7 p.m.

Breaking
journey.

(m) In any case where a member unnecessarily or for private reasons breaks his journey, he shall not be entitled to any allowance during such period.

Tents or
quarters,
provision of,

(n) Officers and others shall be provided, wherever practicable, with tentage or quarters and rations in lieu of travelling allowances: and in such cases, officers and warrant officers shall be granted the camp or field allowance of their rank to cover any mess charges.

R.A.A. mess,
when attached
to.

(o) When Warrant and Non-Commissioned Officers are attached to the Royal Australian Artillery Sergeants' mess, the President of such mess may draw rations, and may also draw not exceeding one shilling per diem mess allowance for each member so attached.

Allowance for
married soldiers.

(p) Married Non-Commissioned Officers and men not on consolidated pay, when necessarily absent from their stations overnight on duty, may be paid an allowance not exceeding Two shillings for each night of absence. This allowance is to be paid in lieu of rations or commuted value of same. Crews of Government steamers, where cooking and sleeping accommodation is available, shall not be paid this allowance.

Civilians.

(q) Civilians (not under Public Service Act) shall be paid rates in accordance with the Civilian Staff Regulations.

(r) Cancelled by S.R. 15/1914.

Field Allowance.

197. A field allowance may be paid monthly in arrear to Topo- Field
graphers of the Survey Corps at the following rates :— allowances
S.R. 17/1916.
- | | | |
|---------------------------|-----|----------------|
| Warrant Officers | ... | £84 per annum. |
| Non-commissioned Officers | ... | £72 per annum. |

The above allowance is to cover all expenses other than train, steamer, or coach fares, and to cover also the provision and transport of a personally-owned bicycle for the use of the topographer in the performance of his duty. This allowance may be drawn for periods of sick leave not exceeding one month in each year.

197A. (1) Field allowance may be paid monthly in arrear to Field Allowance
officers of Survey Corps on production of a diary showing the to Survey
number of days on which the officer has been occupied in survey Officers.
work in the field or has been engaged away from his Head-Quarters
in other Corps work, except when travelling from one State to
another. The allowance shall be at the rate of 10s. 5d. per day
for each day so occupied, provided that the amount paid for any
month does not exceed £8 6s. 8d. Inserted by S.R.
17/1916.

(2) This allowance is to cover all expenses other than train, steamer, or coach fares, and may be drawn during the periods of sick leave not exceeding one month in each year, and during recreation leave.

(3) When travelling on duty between his Head-Quarters and District Head-Quarters in another State, an officer will be entitled to travelling allowance under Paragraph 196. Field allowance will not be payable in respect of any day for which travelling allowance is drawn.

Livery.

198. (a) Officers and others travelling with their horses for short Livery.
distances not involving absence beyond twenty-four hours from
Head-Quarters shall be reimbursed the actual cost of bait and
stabling. Claims must be supported by receipts.

(b) Officers and others proceeding to distant parts, requiring to Horse hire or
be mounted, when not taking their horses, shall be allowed the cost freight.
of horse hire, provided the amount does not exceed the cost of
freight. Claims must be supported by receipts. Horse hire or
freight on horse will not be allowed for journeys of 10 miles and
under to members in receipt of horse allowance.

(c) Any case not covered by the above shall be submitted to Exceptional
the Military Board before any liability is incurred. cases.

Cabs, Trams, and Porterage.

199. Cab and tram fares, and also porterage, shall only be ad- Admission of,
mitted by the Authorizing Officer when he is satisfied that the circum- how governed.
stances warrant the charge being made against the Department.
Only the legal fare will in any case be allowed, and a receipt from
the cabman must in all cases be furnished for any claim of 5s. and
upwards. Under ordinary circumstances travelling allowance is
intended to include cabs, trams, and porterage.

Motor Cars.

200. Motor Cars shall only be hired in special cases approved by Hiring of,
the Minister. Full particulars must be forwarded with the
application which should also state whether any other means of
conveyance is available.

Substituted by
S.R. 45/1915.

Removal Allowances.

201. (a) When a member of the Military Forces is transferred from one station to another, or from one Military District to another, the actual cost of rail, steamer, or coach fares, at Government rates, of such member, as well as those of his wife and unmarried children who are dependent on the member, in addition to travelling allowance for such member, may be paid by the Department.

When the transfers are made by way of punishment, or at his own request, all expenses involved by the transfer or removal will be borne by the member concerned, unless otherwise approved by the Minister.

Removal Allowance—Members of the Commonwealth Military Forces (Permanent) who are Married.

(b) The cost of conveyance of the furniture and effects in possession of married members transferred under (a) above may be borne by the Department within the fixed limits set out in the Schedule hereunder, viz. :—

Scale of Allowances.

(c) The rates specified in the following Schedule for Inter-State Removals cover distances to and from ultimate stations, as well as distances to and from metropolitan centres.

Rank.	No. of Tons Measurement Authorized to be Removed.	Allowance for Packing and Unpacking.		Cartage and Labour at per mile.*	
		Inter-State Removals.		First Mile.	Each Subsequent Mile.
		By Sea or Sea and Rail Combined.	By Rail only.		
I.	II.	III. £ s. d.	IV. £ s. d.	V. £ s. d.	VI. £ s. d.
Lieut. - Colonel (or higher) ..	28	7 15 0	5 15 0	2 4 0	0 9 0
Major, Captain, or Lieutenant ..	24	6 10 0	5 0 0	1 17 6	0 7 6
Warrant Officer ..	20	5 10 0	4 5 0	1 10 0	0 6 3
N.C.O's. and lower ..	16	4 5 0	3 5 0	1 5 0	0 5 0
Additional for each child over two and under six years ..	1	0 5 6	0 4 0	0 1 6	0 0 4
Over six and under eighteen years ..	2	0 11 0	0 8 0	0 3 0	0 0 8

* Payments will not be made under V. and VI. for cartage and labour for distances in excess of eight miles at either end of journey.

(d) All charges, except those for packing, unpacking and cartage, may be settled by the Department direct with the railways, shipping companies, &c., concerned.

(e) The tons measurement shown in column II. of the Schedule do not include the amount of personal baggage carried free by rail or sea, but no additional charge for cartage or removal of such personal baggage is permissible, e.g., cartage or portage to or from boat or station at each end.

(f) If the furniture in the possession of a member of the Military Forces is less than the maximum measurement provided in column II. of the Schedule, the amount to be granted under columns III. or IV., and V. and VI., shall be in proportion to the amount of furniture removed.

Substituted by
S.R. 45/1915.

(g) In the case of removals within a District where neither sea nor rail transport is used, the actual cost of removal, but within the limits provided in columns I., II., V., and VI. of the Schedule, may be allowed. Footnote * to Schedule in sub-paragraph (c) shall not apply to these cases. Claims must be supported by receipted invoices of carriers showing distance conveyed and cubic measurement of furniture when loaded. In the case of removals within a district where sea or rail transport is used, the allowance for packing and unpacking shall be as prescribed for Inter-State removal in columns III. and IV. of the Schedule.

Amended by
S.R. 17/1916.

(h) The cheapest means of conveyance must be followed in all cases, *i.e.*, by rail, sea, or road, or any combination of these routes.

Inserted by S.R.
17/1916.

(i) Departmental warrants will be issued in all cases in which furniture is carried by rail or sea.

Substituted by
S.R. 45/1915.

(j) The claims of members under columns III. or IV., and V. and VI. of the Schedule, must show the tons measurement of furniture removed, and the actual moves that were necessary, stating places from and to in each instance.

(k) The above Schedule will apply to widowers with children, but not to single men.

(l) Rates for children are to be added to the rate proper, but are only admissible for children over two years and under eighteen years of age at the date of removal.

(m) When a member of the Military Forces is compelled to move his station, and, from circumstances beyond his control, his furniture does not arrive at his new station within one week of his date of arrival, he may be granted, in addition to the amounts provided for in the Schedule, a sum equal to one-fourth of the amount granted under columns III. or IV., and V. and VI. of the Schedule, but such sum shall not in any case exceed £4.

(n) No responsibility will be incurred by the Department in connexion with removal of furniture for loss or damage sustained.

(o) If members transferred elect to dispose of the whole or portion of their household furniture and effects prior to transfer, and supply themselves with other articles at the new station, the Department may grant to the member concerned an amount equal to that which would have been incurred under these Regulations had the furniture been removed to the new station in the ordinary course. In such cases, however, documentary proof must be furnished to the satisfaction of the Authorizing Officer that the articles were actually disposed of, and that the loss sustained was equal to the difference between the amount provided in the Schedule and that received by the sale of the goods. The onus of proving to the satisfaction of the Authorizing Officer that the cubical measurement of the furniture in possession is packed in the smallest possible space for sea or rail transport will lie with the member concerned. This shall only apply to removals from one district to another, or from Thursday Island to Brisbane.

(p) If members transferred elect to leave their furniture and effects at their old station, and provide themselves with new furniture at their new station, the Department may grant to the member concerned an amount equal to that which would have been incurred under these instructions had the furniture been removed in the ordinary course. The onus of proving to the satisfaction of the Authorizing Officer that the cubic measurement of the furniture in possession is packed in the smallest possible space as for sea or rail transport will lie with the member concerned.

Substituted by
S.R. 45/1915.

Rates for Single Members of the Military Forces.

(q) In special cases, where necessary, District Commandants may approve of the payment to a "Single" Officer, Warrant, or

Non-commissioned Officer, of a small sum for transport of "excess baggage." Such sum is not, without approval of the Military Board, to exceed the sum of ros. in the case of a transfer within the State, or £1 if the transfer be from one to another State.

Documentary proof must be given that the expenditure of the amount for which a refund was claimed was actually incurred.

Inserted by S.R.
17/1916, to
operate from
23.4.15.

(7) In exceptional cases where it can be shown that the amounts provided under this Regulation are insufficient to cover the actual cost of removal, the Commandant may recommend for the approval of the Military Board the payment of an additional amount towards such actual cost.

Removals to and from Thursday Island.

Inserted by S.R.
1914/100.

201A. The duration of service of officers and soldiers at Thursday Island shall ordinarily be for a period of two years; any officer or soldier relieved at his own request prior to completion of this period shall, unless under very exceptional circumstances and subject to the approval of the Minister, be required to pay a proportion according to the unexpired term of service at Thursday Island of the expense of—

- (a) Removal to new station from Thursday Island.
- (b) Removal of his successor to Thursday Island.

Accommodation—Class of.

Substituted by
S.R. 1914/100.

202. (a) The following shall be the classes of accommodation by rail and sea :—

Rank.	By Rail.	By Sea.		
		In Vessels Providing 1st, 2nd and 3rd Classes of Accommodation.	In Vessels Providing only 1st & 2nd Classes of Accommodation.	In Vessels Providing only 1st and 3rd Classes of Accommodation.
Officers	1st	1st	1st	1st
Warrant Officers ..	1st	2nd	2nd	1st
N.C.O's. above rank of Corporal ..	2nd	2nd	2nd	1st
Rank and File ..	2nd	3rd*	2nd	3rd*

* In vessels where the Commandant is satisfied that the 3rd class accommodation is not good, individual soldiers travelling separately may be permitted to travel by the next higher class available.

When a party of soldiers is required to travel by sea, such for example as to or from Thursday Island, arrangements are to be made wherever practicable (unless cost be greater than the fare of the next higher class) for the troops to sleep and mess apart from 3rd class passengers.

In such cases Non-commissioned Officers will travel in the same class as the men.

Arrangements should, however, be made for Sergeants and higher Non-commissioned ranks to be provided with separate messing and sleeping accommodation.

Rail.

(b) Commandants may, however, authorize Non-commissioned Officers of the Permanent Forces to travel 1st class, by rail, for distances over 50 miles on the narrow-gauge lines of Queensland, South Australia, and Western Australia.

Steamer
(special).

Substituted by
S.R. 100/1914.

(c) The wives and families of officers and soldiers borne on the authorized married establishment will be granted the same class of accommodation as prescribed for the Officer or soldier, except that where 3rd class accommodation is prescribed, 2nd class may be granted in lieu on the special approval of the District Commandant.

Invalids.

(d) A superior class of accommodation may, upon medical recommendation, be assigned to invalids.

203. Deleted.

Claims.

204. (a) The Deputy Assistant Quartermaster-General, or such other Staff Officer as may be deputed, in writing, by the Commandant, shall carefully check all applications for proposed travelling routes submitted for approval, and before passing same satisfy himself that the exigencies of the Military service necessitate the performance of the duty, that the time proposed to be taken and the distance to be travelled are not excessive, and that the cheapest mode of public conveyance is proposed. Checking of.

(b) Before the travelling claim is sent to the District Paymaster for payment, the Deputy Assistant Quartermaster-General or other deputed Officer shall sign such claim in accordance with above, and his signature may be taken as a certificate that such conditions have been complied with. Signing of.

(c) Claims for travelling expenses, including any expenses incurred for conveyance of baggage and for travelling allowance shall be prepared in full detail, and in order of occurrence, on the usual voucher form, to be submitted for payment not later than one month after the completion of the journey; but in the case of the last month of the financial year, claims must be rendered to the District Paymaster not later than the 20th of that month. Claims not so submitted may be disallowed by the Commandant on the recommendation of the District Paymaster. How prepared.

May be disallowed.

General.

205. (a) Every care must be taken that the expenditure under the head of travelling allowance is kept down to the lowest possible limit; and Commandants will be held responsible that the least possible expenditure is entailed by those under their command in the performance of their duties. Expenditure to be economized.

(b) No Officer shall proceed on any duty without first obtaining the approval of the Head of his Department or Commanding Officer, and such Head of Department or Commanding Officer shall satisfy himself that the travelling is *necessary* before submitting travelling route in terms of Part 8 of these Regulations. Notification when proceeding on duty necessary.

(c) All persons, except members of the Military or Cadet Forces, on first taking up permanent appointments within the Commonwealth, must join at their own cost, and no travelling or other expense shall be allowed for themselves, wives, or families. A special agreement may, however, be made by authority of the Minister, if the person joining comes from outside the Commonwealth. First appointments, taking up of.

(d) It is not intended that members of the Militia or Volunteer Forces shall be granted travelling allowance under these Regulations, except where otherwise provided or in special cases where they are directed to proceed upon some special duty, outside their ordinary duties at inspections, parades, drills, or encampments. Citizen Forces.

(e) *Cancelled, vide S.R. 1914/100.*

(f) The travelling allowance of an Officer, Warrant Officer, Non-commissioned Officer, or man, detailed to carry out temporary duty in a State other than the one on the strength of which he is borne, shall be paid by the State on whose behalf the service is rendered. Claims, where paid.

(g) Gratuities to railway porters, ship stewards, &c., are inadmissible. Gratuities inadmissible.

(h) Excess luggage shall not be paid for by the Department, except as in Regulation 201. Excess luggage no payment for.

(i) In all cases where Military Transport is available it must be utilized. Military Transport.

(j) Warrant and Non-commissioned Officers of the Permanent Forces (not including Survey Section, R.A.E.) not in receipt of Bicycles.

Substituted by
S.R 1915/29, to
operate from
1.7.14.

horse allowance, who use their own bicycles when travelling distances exceeding 3 miles on military duty, may, in cases where it is certified by the officer authorizing the journey that the use of the bicycle will result in greater efficiency and saving than would be the case if other means of conveyance were employed, be granted an allowance in respect thereof at the rate of 3d. per mile for journeys of 20 miles and under, but where the distance travelled exceeds 20 miles, the allowance shall be at the rate of 1½d. per mile for each additional mile, except where a motor cycle is used, when the allowance for each additional mile shall be at the rate of 2½d. per mile.

Provided, however, that no payment shall be made by the Department under the above or any other authority—

- (1) for wear and tear of, or damage to, bicycle;
- (2) for distances travelled between the residence of the Warrant or Non-commissioned Officer and his usual headquarters, drill hall, or place of assembly;
- (3) for any journey for which the written approval of the officer of the Permanent Forces, under whom the Warrant or Non-commissioned Officer is immediately serving, was not obtained prior to commencement of the journey. (This approval and also the certificate referred to in the first paragraph of this Regulation to be attached to claim for payment.)

Special cases.

- (k) Any case not coming within the above shall be submitted to Head-quarters for a special ruling.

Examination of Candidates for Appointment and Transfer to First Commissions in the Permanent Forces.

Exams.,
attendance at,
allowances for.

206. Members of the Military Forces will not be granted travelling allowances or transport at the public expense when presenting themselves at the educational or written portion of the military competitive examination for appointment or transfer to first commissions in the Permanent Forces.

Free transport and the travelling allowances of their rank will be allowed only to members of the Military Forces when presenting themselves at the practical portion of the examination.

SPECIAL ALLOWANCES TO OFFICERS OF THE CITIZEN FORCES.

Attendance at
Courts,
Boards, &c.

207. Officers of the Citizen Forces acting as members of Courts-Martial, except while their Corps is attending parade or encampment, or attending meetings of the Military Board, or Promotion Board, or of any Court, Board, or Committee appointed with the approval of the Minister, shall receive an allowance as under, for each day or part of a day, while so employed :—

- (a) When distance of place of Court or Meeting, or absence of travelling facilities, necessitates absence from their stations overnight—
An allowance equal to pay of their respective ranks in the Citizen Forces.
- (b) When distance of place of Court or Meeting does not necessitate absence from station overnight—
An allowance equal to one-half of the rate of pay of their respective ranks in the Citizen Forces.

Calculating
payments.

In calculating payment for a part of a day, each hour shall be reckoned as one-eighth of the daily rate, but not more than one day's allowance shall be granted for any period of twenty-four hours. No travelling allowance shall be paid if the allowances as above are drawn.

Acting State Commandant.

208. Cancelled by S.R. 7/1916, to operate from 1.7.1916.

ALLOWANCES TO MILITIA OFFICERS PERFORMING CERTAIN DUTIES.

209. Officers of the Militia Artillery attending the Short Course of Artillery. Instruction at the School of Gunnery may be granted an allowance equivalent to the minimum pay of their rank as laid down for Officers of the Royal Australian Artillery.

210. Officers of Intelligence Sections may be detailed by the Commandant for Field or Topographical work or any other special duty. They may be paid the travelling allowance of their rank as prescribed in Regulation 196. All claims must be certified by the Senior General Staff Officer in the District to the effect that the travelling was necessary and the duty performed efficiently. The provisions of Regulation 204 will be followed before approval is given for expenditure under this Regulation.

Intelligence Corps.
Substituted by
S.R. 45/1915.
Claims to be
certified.

SCHOOLS OF INSTRUCTION.

211. Officers, Warrant, and Non-commissioned Officers, and Shoeing Smiths attending schools shall draw travelling allowances in accordance with the Regulations only while actually proceeding to and from the locality in which such schools are held.

Allowances admissible.
Amended by
S.R. 186/1914.

212. Inspecting Officers and Officers, other than members detailed for duty with schools of instruction, shall when possible be provided with tentage and rations, and draw the Field Allowances provided under Regulation 230, and not draw Travelling Allowances.

Inspecting Officers.

213. Officers, Warrant, and Non-commissioned Officers, and Shoeing Smiths attending schools to receive instruction shall, wherever practicable, be furnished with—

Tentage and rations.
Amended by
S.R. 186/1914.

(a) Meals supplied by a caterer, who will supply rations and all necessities required for the cooking and serving of same; and

(b) Tentage or quarters.

No allowances other than those prescribed in Regulations 211 and 222 to be granted.

214. Where Schools of Instruction occupy whole or continuous days, Officers, Warrant, and Non-commissioned Officers, and Shoeing Smiths attending to receive instruction without being absent from their usual places of residence, may be granted a subsistence allowance if obliged to incur expense for meals through being unable to return to their quarters, on the recommendation of the Chief Instructor, and approval of the District Commandant, not exceeding 2s. per diem in the case of Officers, and 1s. 6d. per diem in the case of Warrant and Non-commissioned Officers and Shoeing Smiths.

Subsistence allowance.
Amended by
S.R. 186/1914.

Note.—In cases where schools have not occupied whole or continuous days the above allowance may only be granted when the Commandant is satisfied that the circumstances warrant such payment.

Schools of short duration.
Amended by
S.R. 200/1915,
to operate from
1.10.15.

215. The allowances prescribed in Regulation 214 may be granted to Instructors and Assistant Instructors, upon the approval of the Commandant.

Instructors.

216. Instructors and Assistant Instructors, if required to be continuously absent from their quarters, shall, during the progress of the School, be supplied with tentage or quarters, and meals, as prescribed in Regulation 213. Forage for one horse may be drawn for each Officer, Warrant and Non-commissioned Officer and Shoeing Smith attending a Mounted School of Instruction.

Allowances.
Substituted by
S.R. 1914/140,
to operate from
1.7.14.

- Batmen.** 217. Civilian labour on the following scale is authorized for Schools of Instruction, viz. :—
 At Schools of Instruction for Mounted Service—
 One to every two Officers.
 At Schools of Instruction for Dismounted Service—
 One to every six Officers.
 Provided that where Government horses are used at Schools for Mounted Service, and such horses are cared for by the *personnel* provided for that purpose, the civilian labour employed will be as for a School for Dismounted Service.
- Substituted by S.R. 1914/28.** Wages of men so employed to be at the rate of 6s. per diem, with tentage or quarters and subsistence, provided that the maximum rate allowable for subsistence shall not exceed 2s. 6d. per diem.
- School of Gunnery.** 218. (a) Married Officers and Warrant Officers of the R.A.A. and of the Instructional Staff attending courses of instruction at the School of Gunnery, Sydney, when unable to return to their quarters at night, shall be provided with tentage, or quarters, and rations, and, in addition, may receive allowances as follows :—
 Officers, 3s. 6d. per diem.
 Warrant Officers, 1s. 6d. per diem.
- Married soldiers.** (b) Married Non-commissioned Officers and men of the R.A.A. and married Non-commissioned Officers of the Instructional Staff when unable to return to their quarters at night shall be provided with tentage, or quarters, and rations, subject to terms of Regulation 196 (2).
- Allowances limited.** 219. When any of the allowances provided under Regulations 211 to 218 inclusive are drawn, no further allowance under Part X. of these Regulations shall be permitted.
- Candidates for Commissions, &c.** 220. Candidates for Commissions and Officers of Rifle Clubs will not be entitled to any allowance, other than railway passes, when attending Schools of Instruction, unless the approval of the Military Board is first obtained.
- Allowance withheld.** 221. Officers, Warrant and Non-commissioned Officers or men attending Schools of Instruction, whose diligence is adversely reported upon shall not be granted travelling or other allowance.
- Voluntary schools. Amended by S.R. 186/14.** 222. An Officer, Warrant or Non-commissioned Officer and Shoeing Smith of the Citizen Forces who attends a voluntary School of Instruction for not less than ten whole days, and obtains a "passed" or higher certificate, shall, in addition to being provided with meals and tentage or quarters, under Regulation 213, be granted an allowance equivalent to one-half of the militia pay of his rank for each day's attendance; provided, however, that the allowance shall not be granted for a School attendance at which is compulsory under the Act or Regulations, *e.g.*—
 Schools of Instruction under section 21A of the Defence Act;
 Schools of Instruction under A.M. Regulation 106 for officers provisionally appointed to the Citizen Forces;
 nor shall the allowance be granted to an Officer, Warrant or Non-commissioned Officer and Shoeing Smith for attendance at more than one School during a financial year.
- Amended by S.R. 186/14.**

UNIVERSITY COURSE.

- University Course allowances.** 223. Officers selected to attend continuous courses of instruction in Military Science at an approved University may receive either the travelling allowance of their rank as prescribed by Regulation 196, or the allowance prescribed by Regulations 213 and 214.

INSTRUCTION ABROAD.

PERMANENT FORCES.

224. (a) Permanent Officers, Warrant and Non-commissioned Officers sent abroad for courses of instruction or exchange shall continue in receipt of their consolidated rates of pay, and shall draw in addition the following allowances:—

Passages—Officers, 1st class return fare.

Warrant and Non-commissioned Officers, 2nd class return fare.

(b) In cases approved by the Minister the amount of passage money by the most direct all-sea route may be paid to the Officer, Warrant, or Non-commissioned Officer direct, who may then make his own arrangements as to route or class, but he must produce in support of such expenditure the shipping company's vouchers, and in no case will any balance in excess of actual cost of passage money paid by him be retained by the Officer, Warrant, or Non-commissioned Officer.

(c) In the case of an Officer, Warrant or Non-commissioned Officer who will be detained on duty or instruction abroad for a period of two years or over, he shall be entitled to passages as set out in (a) for his wife, and children under 14 years of age, and his unmarried daughters dependent upon him.

225. (a) While travelling on board steamer from and to the Commonwealth the following allowances shall be paid:—Officers, 3s. 9d. per diem; Warrant and Non-commissioned Officers, 1s. 9d. per diem.

(b) While in India:—Officers, 12s. per diem.

(c) While in England:—

Officers ... 7s. 6d. per diem.

Warrant and Non-commissioned

Officers ... 5s. per diem.

While in Canada:—

Officers—if married ... 12s. 6d. per diem.

Officers—if single ... 10s. per diem.

While in New Zealand:—

Officers—if married ... 5s. per diem.

Officers—if single ... 3s. 6d. per diem.

(d) These allowances cover cab hire and all expenses other than actual rail, steamer, or coach fares, except as provided in Regulation 228.

(e) On embarkation and disembarkation in Australia carriage of necessary luggage to and from steamer may be allowed.

(f) In the case of Officers attending the Staff College Course in India, the Minister may, under special circumstances, approve of payment of such other allowances or expenditure as may, in his opinion, be necessary.

(g) The rates under (b), (c), and (h) will be reduced by one-half in cases where passages of wife and family are paid under Regulation 224.

(h) Officers attending the Staff College Courses at Camberley, England, shall receive a consolidated allowance at the rate of £228 per annum during the actual duration of their course. Such allowance to cover all expenses in connexion therewith with the exception of actual rail, steamer, and coach fares necessarily incurred while on duty. Cab fares may be dealt with in accordance with Regulation 199.

(i) Officers on completion of the Staff College Course at Camberley or Quetta will, if practicable, remain in England or India for a further period of twelve months—

- (a) for attachment to the Staff at Army Head-quarters or in commands for practical experience in Staff Work;
- (b) For such other Instructional duties as may be authorized for them during that period.

The allowance to such officers shall be—

- (a) If in India.—As prescribed for officers attending the Staff College Course in India.
- (b) If in the United Kingdom.—As prescribed for officers attending the Staff College Course at Camberley.

Outfit Allowance.

Outfit allowance.	226. A grant for Outfit Allowance may be paid before embarkation without production of vouchers, as follows:—
	Officers to India and Canada £25
	Officers attending Staff College Course at Camberley £35
	Other Officers to England £10
	Warrant and Non-commissioned Officers to England £5

CITIZEN FORCES.

227. Officers of the Citizen Forces sent to India for Courses of Instruction shall be granted 1st class passages to and from India and shall be paid:—

- (a) An allowance of 18s. per diem while in India, and of one-fourth that rate while on board ship proceeding to and from India. The allowance of 18s. per diem is intended to cover all "living and other expenses" such as hotel and mess bills, servant's wages, rent of quarters, coolies, baggage, hire of furniture, conservancy tax, &c.
- (b) A grant for Outfit Allowance of £25 will be paid before embarkation without production of vouchers, to cover cost of necessary articles of outfit and equipment.
- (c) Such other allowance as may be specially approved by the Minister.

Outfit allowance.

Special allowance.

Railway travelling in India.

228. While travelling on the railways in India, Officers of the Permanent and Citizen Forces will draw allowances under Scale B, paragraph 29, of Indian Army Regulations. In addition, actual steamer and coach fares while travelling on duty in India may be paid; but no other allowance or payment of any kind will be allowed except as provided in Regulations 225, 226, and 227.

STAFF TOURS AND REGIMENTAL EXERCISES.

Staff Tours, &c. allowances.

229. (a) Officers attending Staff Tours and Regimental Exercises shall draw Allowances as laid down in Regulation 196, except when tents are provided for occupation, in which case Commandants may authorize an expenditure in lieu thereof of 6s. per diem for subsistence, and 5s. per diem for forage, if mounted.

(b) In addition to the above, Commandants are authorized to grant an allowance of 5s. per diem to each Officer of the Citizen Forces attending Staff Tours.

(c) Officers shall be allowed their travelling expenses whilst actually proceeding to and from the rendezvous of the Staff Tour or Regimental Exercises.

CAMP OR FIELD ALLOWANCE.

230. When in camp or in bivouac, or when travelling with troops by road, Officers and Warrant Officers of the Commonwealth Military Forces may be allowed the undermentioned camp and field allowances :—

	Per diem.	
	£ s. d.	
Members of the Military Board, Inspector-General, and Commandants 0 10 0	Camp and field allowances.
Colonels and Lieut.-Colonels 0 7 6	Amended by S.R. 1915/200, to operate from 1.10.1915.
Majors 0 5 0	Rates.
Other Officers 0 3 6	
Warrant Officers 0 1 0	

Notwithstanding this Regulation, Officers below the rank of Major attached to District Head-Quarters may be paid at the rate of 5s. per diem.

Notwithstanding the provisions of this Regulation, all Officers of the Permanent Military Forces, Officers of the Militia Forces "called up for duty, and Officers of the Australian Imperial Forces prior to embarkation shall, for the duration of the present war, receive, whilst in camp, Field Allowance at the rate of three shillings (3s.) per diem irrespective of rank."

Chaplains detailed for duty at Camps of Training will be granted—

- (i) a field allowance of 7s. 6d. per diem irrespective of rank, and rations whilst in camp;
 - (ii) travelling allowance of their relative rank whilst proceeding to and from Camp,
- and will be allowed the part services of a batman as for officers of the Permanent Forces.

231. In addition, an allowance of 1s. per diem may be granted for each—

- Warrant Officer,
- Sergeant and Acting or Lance-Sergeant, provided the establishment of Sergeants is not exceeded,
- Corporal of Engineers,

in Sergeants' mess, when a Sergeants' mess of not less than four members is formed "under canvas." The amount will be paid to Commanding Officers, as it is intended that the allowance shall go to cover mess expenses, and shall not be paid to individuals. Provided that during the period of the present war, Warrant and Non-commissioned Officers of the Permanent Military Forces who are employed on instructional duties at Australian Imperial Force Camps may, in lieu of the foregoing, be granted an allowance of 1s. 6d. per diem; such allowance to be paid to the individuals concerned.

232. The allowances referred to in Regulations 230 and 231 are not to be drawn by members of the Cadet Forces, except as prescribed by Universal Training Regulation 196 for Officers of Senior Cadets selected to attend Camps of Continuous Training with the Citizen Forces.

DISTRICT ALLOWANCES.

233. District Allowances on the same scale as paid to members of the Commonwealth Public Service, and subject to the conditions prescribed in Public Service Regulations 168 and 169, shall be paid to all members of the Permanent Military Forces in receipt of consolidated rates of pay, while residing in any district or locality for which a District Allowance has been approved under Public Service Regulations 168 and 169.

This allowance shall also be paid under similar conditions to members of the Permanent Forces who are on the married establishment, but who are not in receipt of consolidated rates of pay, while residing in any district or locality (other than Thursday Island or Townsville, for which stations tropical pay is authorized under Regulation 76) for which a District Allowance has been approved under Public Service Regulations 168 and 169. The District Allowance in such cases shall be based on—

Pay,

Lodging Allowances, and

Ration Allowance at the rate of rs. per diem.

When payable.

234. District Allowance is payable :—

1. Where a member is absent from his district on recreation leave or accumulated recreation leave, whether or not his family remains in the district.
2. Where a member is absent from his district on sick leave with pay and his family remains in the district, provided that where sick leave is granted on reduced pay a corresponding reduction shall be made in the allowance.
3. Where a member is absent on furlough and his family remains in the district, provided that where furlough is granted on half-pay a corresponding reduction shall be made in the allowance.

When not payable.

District Allowance is not payable—

1. Where a member is absent on sick leave without pay.
2. Where a member is absent on leave without pay.
3. Where stoppage of pay is effected on account of absence without leave or as a result of suspension for misconduct.

Upon transfer.

Where a member is transferred :—

1. From a non-allowance locality to a district allowance locality the allowance shall not take effect until the member commences duty in the new position.
2. From one district allowance locality to another the allowance payable in the locality to which he is being transferred shall apply from the date the member finally leaves his old district; provided that where a member is granted accumulated leave between the time of leaving the old district and that of commencing duty in the new one and the period of such leave is spent in a non-allowance locality, the Military Board may direct the withdrawal of allowance for any portion of the period exceeding three weeks.
3. From a district allowance locality to a non-allowance locality the allowance shall cease from the date the member finally leaves his district.

PART XI.

RATIONS—PERMANENT FORCES.

235. Provisions shall be issued as follows:—

- (a) One ration for each Warrant Officer, Non-commissioned Officer, and Soldier on the effective strength, except as stated in Regulations 236 and 242. Persons entitled to rations.
- (b) One ration to a recruit for each day before attestation for which pay is admissible.

236. Rations in money or kind shall not be admissible:—

- (a) For Officers, Warrant and Non-commissioned Officers or Soldiers in receipt of a consolidated rate of pay, except as stated in Regulation 243. When inadmissible.
- (b) For days on which travelling allowance is granted.
- (c) For soldiers dieted in a Military or Civil Hospital, Prison, Detention Barracks, Detention Room, or in a Lunatic Asylum.
- (d) For soldiers subsisted on board ship at the public expense.

237. Soldiers absent without leave for more than 24 hours shall be struck off the Ration List. Absentees.

238. A soldier, on the day of his release from detention or prison, may receive a ration, or the allowance in lieu, unless he is not released until the afternoon and is subsisted whilst under detention or in prison. Soldier on discharge from detention, &c.

239. Care must be taken that rations unavoidably or accidentally drawn in excess of the requirements of the unit for any day are retained for issue the following day. Overdrawals.

240. The daily scale of a ration shall be as follows:—*

Scale.

In Barracks or Stationary Quarters—

- $1\frac{1}{2}$ lbs. fresh or 1 lb. preserved meat
- $1\frac{1}{4}$ lbs. bread or 1 lb. of biscuit
- 1 lb. potatoes and $\frac{1}{4}$ lb. other vegetables
- 2 ozs. sugar
- 1-16 oz. pepper
- $\frac{1}{2}$ oz. tea
- $\frac{1}{2}$ oz. salt
- $\frac{1}{2}$ oz. coffee
- 1-16 oz. mustard.

And weekly—

- 1 lb. flour
- $\frac{1}{2}$ lb. raisins, and
- $\frac{3}{4}$ lb. butter.

* An issue of 2 ounces of lime juice per diem may be made to personnel serving at Thursday Island at discretion of Medical Officer in charge of Permanent Troops at that station, but no commuted allowance will be permitted in lieu of this issue. Inserted by S.R. 1914/109.

241. Commandants may sanction special issues for instructional purposes to Schools of Cookery, and to Hospitals where Cooking Classes are held, but proposals for such Schools or Classes shall be submitted to the Military Board for consideration. Cookery School.

Commutation in lieu of ration.

Amended by S.R. 1915/200, to operate from 1.10.1915.

242. When a ration is not issued, a commuted allowance approved by the Commandant, based on the current local contract price of the ration, may be drawn, provided that such commuted allowance shall in no case be less than 1s. per diem. At stations where there is no contract, or at isolated stations or forts, and in other special cases, a commuted allowance to cover the actual cost of ration, may be drawn.

Application of Regulation.

This Regulation shall apply to—

- (a) All persons entitled to rations at stations where there is **no contract, or who while travelling cannot be supplied with them other than provided in Regulation 236 (b).**
- (b) Soldiers on leave, pass (over 24 hours) or furlough.
- (c) Recruits who have not been finally passed into the service, or who join too late to be included in the ration return for days on which they are entitled to pay.
- (d) Soldiers employed on any special duty which, in the opinion of the Commandant, renders it desirable that the allowance in lieu should be granted.

Permanent, Militia, and Volunteer Forces.

Issues for camps, civilians, &c.

243. At Camps of Training, Schools of Instruction,* Bivouacs, Staff Tours or Active Service within the Commonwealth, all Officers Warrant and Non-commissioned Officers, Soldiers, Nurses, and civilian subordinates of the Commonwealth Military Forces, and Officers' servants, including Chauffeurs (not soldiers), at the rate of one per head, shall be allowed daily a ration as follows:—

Provisions.

Substituted by S.R. 1914/80.

(a) *Provisions.*

- 1½ lbs. bread, or 1 lb. of biscuit.
- 1½ lbs. fresh meat, or 1 lb. preserved meat or salt fish.
- ¾ ozs. coffee.
- 1-32 oz. pepper.
- 8 ozs. mixed vegetables, or 2 ozs. cheese,
- 1 lb potatoes.
- 3 ozs. sugar.
- ½ oz. salt.
- ¼ oz. tea.
- ¼ lb. jam.

Straw.

(b) *Straw for Tents.*

- 10 lbs. per Officer or Soldier to be exchanged periodically as required.

Candles.

(c) *Candles.*

- 1 per bell tent
- 2 per marquee tent
- Hospital tents or marquee tents used as hospital tents as may be directed by the Medical Officer in charge.

NOTE.—When candles are demanded a certificate, as under, shall be given on the requisition showing the number of tents, &c., in occupation, and candles for use in tents shall not be issued until such certificate has been received :—

Certificate required to issue of candles.

I certify that marquees and tents (exclusive of those used as canteens, latrines, or for storage of band instruments) for which these candles are required are in actual occupation by the *personnel* of the undermentioned Command Staff, Regiment, Battalion, or Corps.

Commanding.

Corps.

Date.....

- (1) Civilian grooms or drivers connected with hired transport may also each be supplied with the camp ration &c. if the conditions of contract under which the transport is provided contain a clause to that effect.
- (2) At Camps of Training, Schools of Instruction,* Bivouacs, Staff Tours, or Active Service, all rations must, if possible, be drawn in kind. No commutation shall be allowed, except when rations cannot be supplied under a contract, and in such cases the approval of the Commandant must be first obtained. Rations to be drawn in kind. Amended by S.R. 1915/200, to operate from 1.10.1915.
- (3) Biscuits and preserved meat shall only be issued under exceptional circumstances when bread and fresh meat are not available. Preserved rations.

244. In the case of troops proceeding to or from Camp, when it may be necessary to provide meals for men or feeds for horses, Commandants may authorize the issue of a commuted allowance to cover cost of such meals or feeds not exceeding the following :—

Proceedin to and from Camps.
Substituted by S.R. 1914/179.

- (a) When travelling for not less than six hours, 1s. per man and 1s. 6d. per horse;
- (b) When travelling for not less than fourteen hours, 2s. per man and 3s. per horse;
- (c) When travelling for not less than twenty-two hours, 3s. per man and 4s. 6d. per horse (not more than three meals per man and three feeds per horse to be paid for in the same twenty-four hours.)

245. Commandants may, to suit local conditions, vary the scales laid down in Regulations 240 and 243 of these Regulations, at their discretion, by authorizing the issue of any equivalents in *articles of food*, provided that the contract price of the ration is not exceeded. Equivalents.

MODE OF ISSUE AND ACCOUNTING.

Staff and Departments.

246. In Camp, at Staff Tours, and in the field, unless the Staff is attached to a unit for rations, an Officer or Non-commissioned Requisition and returns, Staff.

* Except when arrangements are made by the Department for the supply of meals by a caterer.

Officer shall be told off for the duty of making requisitions for the Officers, soldiers, and civilian subordinates of the Staff, and shall act upon the rules laid down for Quartermasters of regiments.

Regimental Issues and Returns—(Ordinary Service).

Accounts.

247. A Ration and Forage Supply Ledger A.M. Book, No. 4, shall be kept by all permanent units. The Quartermaster of a unit, or Officer acting for him, shall requisition on a Supply Officer when such exists, or on contractor (as the Commandant may decide), for all supplies required; forwarding with the requisition a statement showing how delivery is required to be made, using A.M. Form J.4 where a Supply Officer exists, and A.M. Form H.1 when supplies are drawn direct from contractors. A copy shall be kept of all requisitions in block. At the end of each month this book must be balanced and the contractors' claims for payment checked therewith.

Ration return.

248. Officers commanding units shall keep a ration return, A.M. Form H 2, which shall include all soldiers attached for rations. At the end of each month they shall forward this return to the District Paymaster to check Pay Lists.

Adjustment of rations.

249. The adjustment of rations in kind shall be made daily, but to meet any unforeseen casualties which may occur too late in the month to be adjusted during the period of the pay-list, a modified running account to the extent of five rations, either under-drawn or over-drawn, shall be permitted for each month in the year except June, on the last day of which a cash settlement for over-drawals shall be made; and any under-drawals shall be forfeited as "back rations." The contract value of rations over-drawn in excess of the above limit shall be credited to the public if the Commandant decides that the over-drawal was due to negligence; under-drawals in excess of the limit may, if not due to negligence, be carried forward to the next account. In dealing with these cases the Commandant shall satisfy himself that the over-drawal or under-drawal was unavoidable and occurred so late in the month as to render an adjustment impossible.

Refunds.

250. Any amount authorized to be refunded as above shall be admitted as a charge against the public if supported by the authority (in original) of the Commandant.

Abstract of rations.

251. The rations drawn by Batteries, Companies, or Schools of Instruction shall be accounted for in the abstract of rations, A.M. Form H 2, which shall show all casualties affecting rations, and be prepared from Ration and Forage Supply Ledger A.M. Book No. 4, *vide* Regulation 247.

Back rations forfeited.

252. Rations in kind which have not been claimed in the month to which they belong shall be considered as "back rations," and no issues on account of them shall be made, except as allowed by Regulation 249.

Surcharges.

253. Surcharges made for over-issues shall not be accounted for by replacing the articles in kind, but by payment of their value, and amounts so recovered shall be paid into the Commonwealth Public Account.

SUPPLIES—CAMPS OF TRAINING, MANŒUVRES, OR ACTIVE SERVICE.

Active Service.

254. (a) Supplies for units in the field will be drawn from Supplies, how supply depôts, and such issues will be treated as final, only Officers obtained. in charge of Depôts being required to keep accounts.

(b) Indents upon A.M. Book 55 will be made by the Officer **Indents.** Commanding unit upon the Officer in charge of Supplies for the supplies required by his unit. The Officer in charge of Supplies will treat the indent when duly receipted as his voucher for issue. In cases in which small detachments or working parties who cannot receive their rations with their respective units, the return for rations so required will express the number of individuals belonging to each corps, and will be signed by the Officer in Command of the detachment or working party.

(c) Upon receiving the supplies in conformity with the indent, **Recording** the Officer Commanding will insure that a record of the amounts **receipts.** received is kept upon a counterfoil of the indent for the day in question, and no further interchange of vouchers between the unit and the Officer in charge of Supplies will be required.

(d) Supply Officers of brigades will notify to the Senior Supply **Rations for** Officer of the division, the total number of rations they require **Brigades.** for the units of their formation, obtaining the information from the total of the indents received from Commanding Officers. The Senior Supply Officer of the division will then demand the total number of rations required for the division in bulk from the supply park or depôt. On their receipt each detail Supply Officer will receive the quantities required by him, and carry out the issues to his units. Officers in supply charge of detached brigades or columns will demand their supplies direct from parks or depôts.

(e) Supply Officers of brigades or divisional troops or other formations in the field or on the lines of communication will compile a statement on A.M. Form F 773, at least once a week, showing the strength of corps, bodies of prisoners, drawing rations from them, and will submit the same to the Officer in charge of "States" for comparison therewith. These "States" should give the numbers of all who are entitled to draw rations. Supply Officers will arrange with the Commander the exact dates in the week for which the compilation should be made, so that it may agree with the date on which the "States" are rendered. Any discrepancy or error which may appear should be at once reported **Statement of** to the General or other Officer Commanding for any necessary **rations, numbers** action. The statement will show separately the numbers of any **&c., to be** corps joining during the week (as given on the ration indents) for **prepared.** comparison with the "States." **Discrepancies to** **be reported.**

(f) Issues on repayment or sales by units are prohibited. **Sale of rations** **forbidden.**

(g) The monthly account for supply depôts on the lines of communication, or at the base, will be compiled on A.M. Form **Accounts, how** F 753, in duplicate, one copy being kept by the Supply Officer. **tendered.**

(h) When purchases of supplies have been made during the month, Depôt Supply Officers will be careful to see that the quantities shown on A.M. Form F 753 correspond exactly with each separate bill which they certify for payment. All such bills will be countersigned by an Administrative Staff Officer, and reported **Purchase of** **supplies.**

in the monthly return to be rendered to the—Peace—Deputy Assistant Quartermaster-General.—War—Inspector-General Com. munications.

Camps of Training, Manœuvres, &c.

Supply forms to be used.

255. Field supply forms of account will be issued during drills or manœuvres on peace service, and supplemented by the usual peace vouchers to enable the ordinary check to be carried out.

Preparation and rendering of supply forms.

256. In such cases, the numbers of rations actually issued to units during the period of the account will be summarized on A.M. Form F 751 for each unit which, with the indents A.M. Book 55 attached, will form a voucher to the Supply Officer's account on A.M. Form F 753, in which will be entered the quantities and description of the supplies comprising the number of rations as summarized. The account will be compiled in duplicate, one copy being transmitted, with the supporting vouchers, to the District Paymaster of the command, its despatch being notified by letter separately, and the other copy will be kept by the Supply Officer for record purposes.

HOSPITAL RATIONS.

Diets on ordinary services.

257. Issues shall be made to patients as provided in the following scales, according to the diet upon which each patient may be placed :—

Articles composing the different diets for a day.—Avoirdupois weight.

Articles.	Spoon Diet.		Low Diet.		Half Diet.		Entire Diet.	
	Tea or Milk.		Regular or Chicken.		Boiled or Roast.		Regular or Varied.	
				Fowl.				
Meat (beef or mutton)								
—without bone oz.	8	8	8	*10	12	12
with bone ... "	10	10	10	...	15	15
Bread ... "	16	12	14	16	16	18	16	18
Salt ... "	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$
Tea ... "	$\frac{1}{2}$...	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$
Sugar ... "	$2\frac{1}{2}$	1	$1\frac{1}{2}$	$1\frac{1}{2}$	$1\frac{1}{2}$	$1\frac{1}{2}$	$1\frac{1}{2}$	$1\frac{1}{2}$
Milk ... "	6	...	6	6	6	6	6	6
" ... pints	...	3
Butter ... oz.	1	...	1	1	1	1	1	1
Potatoes ... "	8	8	8	16	16
Vegetables ... "	8	4	4	4
Flour ... "	$\frac{1}{4}$...	$\frac{1}{4}$...
Barley ... "	$1\frac{1}{2}$...	$3\frac{1}{2}$...
Rice ... "	...	2
Pepper (every 100 diets) ... oz.	2	2	2	2	2	2
Mustard (every 20 diets) ... oz.	1	1	1	1
Sago or arrowroot ... "	2

* Roast joint, chop, or 8 ozs. of steak without bone.

258. Extras may be ordered when considered necessary for the Extra treatment of the case.

Extras.	Class of Diet upon which admissible.
Butter	} All diets except "Entire"
Eggs	
Milk	
Tea	
Sugar	
Beef Tea	
Egg Flip	
Soda Water	
Bread	
Arrowroot	
Sago	
Oatmeal	
Rice	
Sago } Pudding	
Custard }	
Calf's-foot Jellies	} Upon low diet, "Regular," when found necessary
Lemonade, bottled	
Customary Fruits in season	
White Fish, 12 ozs., gross weight	
Butter, 2 ozs.	
Potatoes, 8 ozs., or	} Upon "Entire Diet"
Vegetables, 4 ozs.	
Flour $\frac{1}{2}$ oz.	} Upon "Chicken Diet," when ordered by the Medical Officer to be stewed
Flour $\frac{1}{2}$ oz.	
*Wines (Sherry, Port, Tarragona, Claret)	} Upon all diets, including "En- tire"
*Spirits (Brandy, Whisky, Gin)	
Malt Liquors (Stout, Ale)	
Diet Drinks (Barley Water, Rice Water, Gruel, Lemonade)	} For exceptional cases, as con- sidered necessary by the Medical Officer
Other articles in addition to above	

* Milk, Wines, and Spirits are to be calculated at 20 ozs. the Imperial pint. The reputed quart bottle should contain $5\frac{1}{2}$ gills, or $26\frac{2}{3}$ ozs.

259. When any of the extras specified in Regulation 258 are ordered, they shall be made and charged according to the following proportions :—

Barley-water.—Barley 2 ozs., sugar 2 ozs.	} For every 5 pints of each
Rice-water.—Rice 2 ozs., sugar 2 ozs.	
Lemonade.—Two large lemons and $1\frac{1}{2}$ ozs. sugar	} To every 2 pints.
Gruel.—Oatmeal 2 ozs., and $1\frac{1}{2}$ ozs. sugar	
Rice Pudding.—Rice 2 ozs., milk $\frac{3}{4}$ pint, sugar $\frac{1}{2}$ oz., egg 1.	
Sago Pudding.—Sago $1\frac{1}{2}$ ozs., milk $\frac{2}{3}$ pint, sugar $\frac{1}{2}$ oz., egg 1.	
Custard Pudding.—Milk 1 pint, sugar 1 oz., eggs 2.	
Cinnamon, cloves, or other spices, $\frac{1}{2}$ oz. may be issued for 15 puddings, or one lemon to 12 puddings.	

Oatmeal 4 ozs., with milk 8 ozs.
 Arrowroot 2 ozs., with sugar 1 oz.
 Sago 2 ozs., with sugar 1 oz.
 Egg-flip.—Two eggs, with $\frac{1}{2}$ oz. sugar.
 Tea, per Pint.— $\frac{1}{8}$ oz. tea, $\frac{3}{4}$ oz. sugar, 3 ozs. milk.
 Beef Tea, per Pint.— $10\frac{3}{4}$ ozs. meat (without bone), 13½ ozs. meat (with bone), $\frac{1}{2}$ oz. extractum carnis, 4 ozs. essence of beef, with pepper and salt, as required.

Substitutes.

The following rates shall be allowed for substitutes :—

2 ozs. limejuice equal 1 lemon.
 3 ozs. flour, or 3 ozs. rice, or 8 ozs. bread, equal 16 ozs. potatoes.
 1 tin condensed milk equals 2½ pints.
 1 oz. preserved potatoes equals 5 ozs. fresh potatoes.
 1 oz. preserved vegetables equals 10 ozs. fresh vegetables.
 $\frac{1}{2}$ oz. coffee equals $\frac{1}{8}$ oz. tea.
 Rice 2 ozs., or split peas 1 oz., or lentils 1 oz., or haricots 1 oz. equal 1½ ozs. barley, for low diets.
 Half a rabbit equals half a fowl.
 2 calves' feet (fresh) equal 1 quart of calf's-foot jelly.

On active service or camps.

260. On active service, or camps of training, the scale of diets laid down in Regulation 257 must be followed as far as practicable and any deviations found necessary on account of the position, climate, or the supplies obtainable may be sanctioned by the Commandant, on the advice of the senior medical officer present. If a special hospital for officers is formed on active service, the scale of issues shall be such as from time to time may be ordered by the Minister, or by the Officer Commanding in anticipation of his authority.

When soldiers are only temporarily treated.

261. In the event of a soldier not being likely to require treatment beyond that of the day on which he has reported himself sick, he shall be detained in the hospital for that day only and subsisted from his unit, to which he shall return if considered fit for duty; but if at the evening he is found unfit for duty, he shall be regularly admitted and placed on hospital diet for the following day, notice to that effect being sent to the officer commanding his unit.

Extras for soldiers on first or last day in Hospital.

262. Soldiers shall not be placed on diet on the day of admission to hospital, but should they require nourishment in addition to the ration supplied by their company (which should be sent to the hospital uncooked whenever practicable), before they are placed on regular diet, medical officers may order what is necessary from the following extras :—

Bread, butter, tea, sugar, extractum carnis or essence of beef, milk, wines, and spirits.

On the day of departure of invalids who are not on diet, a similar course may be adopted, but in all such cases the extras must be entered on the diet sheet.

On field service or in camps.

NOTE.—The rules here laid down shall usually be applicable to field service and in camps, but should soldiers not bring with

them the rations which have been drawn regimentally for the day of admission, they shall be fully subsisted for that day under hospital arrangements according to their requirements.

263. In non-dieted hospitals, on ordinary peace service or camps, the company ration shall be supplied from the unit to which the soldiers belong, and the following extras may be issued when considered necessary :—

Extractum carnis or essence of beef, sugar, tea, oatmeal, arrowroot, barley, wine, brandy, mustard, pepper, salt, milk, eggs, and the diet drinks (barley-water, rice-water, gruel, and lemonade) referred to in Regulation 258.

264. When, owing to there being no hospital at the station, soldiers have to be treated in quarters the extras specified in Regulation 263 (except wine and brandy) shall be supplied when considered necessary by the medical officer.

ADMISSIONS TO MILITARY HOSPITALS AND STOPPAGES.

265. Medical officers in charge shall be guided, as regards admissions to Military Hospitals, by the Regulations governing medical attendance to the Permanent Forces. Attendance, medical comforts, &c., shall, in ordinary cases, be free, but the full pay of any soldier admitted to hospital or treated in quarters for venereal diseases, or on account of sickness the result of offences committed by him, shall be stopped.

266. When a soldier entitled to treatment in a military hospital is, for special reasons, treated in a civil hospital, it shall, except as stated in Regulation 265 be at the public cost.

REQUISITIONS AND STOPPAGE RETURNS.

267. All supplies required for hospital diets, extras, and medical comforts shall be obtained by medical officer's requisition as laid down in Regulations 247 and 254, either from the Supply Officer or from the Contractor direct, as the case may be.

268. Hospital stoppage return A.M. Form B₉ showing all cases treated during the month and the number of stoppages, if any, due from each soldier, must be prepared from the admission and discharge book on the termination of each month, and shall be signed by the Medical Officer in charge. These returns must be forwarded direct to the Officer Commanding the unit, who must, in turn, transmit them to the District Paymaster.

269. When a transfer of soldiers from one unit to another while in hospital is absolutely necessary, a notification must be sent to the Medical Officer in charge.

DETENTION RATIONS.

Scale of Diets.

270. Whether confined in Detention Barracks or Barrack Detention Rooms issues will be as given in the following tabulated statement :—

	Bread.	Cheese.	Cocoa.	Flour.	Beef or Mutton.*	Pork.	Milk.	Oatmeal.	Peas (split).	Potatoes.	Salt.	Sugar or Molasses.	Suet.	Vegetables.	Vinegar.	pepper every 100 soup diets.
	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.
<i>Scale 1.</i>																
For soldiers under detention by sentence of Court Martial or award of Commanding Officer, for seven days and under—																
Sunday and Wednesday	24	4	4	$\frac{1}{2}$...	$\frac{3}{4}$
Monday and Friday	24	4	...	8	$\frac{1}{2}$
Tuesday, Thursday, and Saturday ...	24	7	$\frac{1}{2}$
<i>Scale 2.</i>																
For soldiers under detention exceeding seven days and not exceeding 42 days—																
Sunday	18	8	4	...	16	$\frac{1}{2}$...	$1\frac{1}{8}$
Monday and Friday	18	$\frac{1}{2}$	8	4	...	16	$\frac{1}{2}$	$\frac{1}{2}$
Tuesday, Thursday, and Saturday ...	22	2	6	4	2	8	$\frac{1}{2}$	$\frac{1}{2}$...	1
Wednesday	18	2	4	...	4	4	16	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{4}$	1

* The proportion of bone is not to exceed 2 ozs. in every lb. of meat supplied.
When meat is used for soup, legs and shins only shall be supplied.

	Bread.	Cheese.	Cocoa.	Flour.	Beef or Mutton.*	Pork.	Milk.	Oatmeal.	Peas (split).	Potatoes.	Salt.	Sugar or Molasses.	Suet.	Vegetables.	Vinegar.	Pepper every 100 soup diets.
	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.	OZS.
<i>Scale 3.</i>																
For soldiers under detention exceeding 42 days, without hard labour—																
Sunday	20	...	$\frac{1}{2}$	8	2	3	...	16	$\frac{1}{2}$	$\frac{3}{4}$	$1\frac{1}{2}$
Monday, Thursday, and Friday	20	...	$\frac{1}{2}$	$\frac{1}{4}$	$\frac{1}{8}$...	2	3	...	16	$\frac{1}{2}$	$\frac{3}{4}$...	$\frac{1}{2}$
Tuesday and Saturday	20	2	$\frac{1}{2}$...	8	...	2	3	2	16	$\frac{1}{2}$	$\frac{3}{4}$...	$\frac{3}{4}$...	1
Wednesday	20	2	$\frac{1}{2}$	4	2	3	4	16	$\frac{1}{2}$	$\frac{3}{4}$...	$\frac{3}{4}$	$\frac{1}{4}$	1
<i>Scale 4.</i>																
For soldiers under detention exceeding 42 days, with hard labour—																
Sunday	24	...	$\frac{1}{2}$	8	2	3	...	16	$\frac{1}{2}$	$\frac{3}{4}$	$1\frac{1}{2}$
Monday, Thursday, and Friday	24	...	$\frac{1}{2}$	$\frac{1}{4}$	$\frac{1}{8}$...	2	3	...	16	$\frac{1}{2}$	$\frac{3}{4}$...	$\frac{1}{2}$
Tuesday and Saturday	24	2	$\frac{1}{2}$...	8	...	2	3	2	16	$\frac{1}{2}$	$\frac{3}{4}$...	$\frac{3}{4}$...	1
Wednesday	24	2	$\frac{1}{2}$	4	2	3	4	16	$\frac{1}{2}$	$\frac{3}{4}$...	$\frac{3}{4}$	$\frac{1}{4}$	1

* The proportion of bone is not to exceed 2 ozs. in every lb. of meat supplied.

† Mutton on Thursdays only. When meat is used for soup, legs and shins only shall be supplied.

Meals on
discharge.
Special diet.

271. A breakfast meal may be given when necessary to men on the day of their discharge from detention, also a dinner meal to men not discharged until the afternoon. In the case of soldiers awarded long terms of detention, who may be temporarily confined in detention barracks or rooms where no means of preparing the higher class of diet are at hand, such additions of bread and oatmeal gruel shall be made to the diet as may, in the opinion of the Medical Officer, be necessary.

Ill-conducted
prisoners.

272. The scales for ill-conducted and idle soldiers while under detention, and the Regulations governing them, are detailed in the rules for Military Prisons and Detention Barracks (Imperial) which shall be followed.

Mode of Obtaining and Accounting for Supplies for Soldiers under Detention.

Mode of supply.

273. The supplies for subsistence of soldiers shall be obtained by contract or by local purchase by the officer in charge of the soldiers under detention, who shall at the end of each month claim amounts expended—properly supported by tradesmen's receipts, and certified by the Assistant Adjutant-General or Deputy Assistant Adjutant-General, as case may be.

Money Allowance in Certain Cases.

Confined to
Barracks or in
Guard-room.

274. For a soldier released from a detention barrack or room, but confined to Barracks, not doing duty, or for a soldier confined in the guard detention room, the ordinary ration, or a commuted allowance in lieu thereof, shall be drawn.

Prisoners in Civil Gaols.

Subsistence.

275. When any soldier is in a civil gaol as a prisoner, or waiting trial either for a civil or military offence, or as a deserter, charges for his subsistence (if any) shall be charged to Military Votes. The rate to be paid for prisoners in State prisons shall be such as the Commandant and prison authorities may decide.

Scales of Forage.

Scales of
forage.

276. (a) The following are the daily scales of forage for issue to horses :—

	SCALE I.		SCALE II.		SCALE III.	
	For horses the property of the Commonwealth Government, private horses of members of the Defence Force, when attending Schools of Instruction, Continuous Training, Staff Tours, and horses hired as "Riding" or "Light Draught."		For horses hired as "Medium Draught"; and (in lieu of Scale I.) for Army Service Corps horses, the property of the Commonwealth Government, when recommended by the P.V.O., and approved by the Commandant.		For horses hired as "Heavy Draught"; and for Government Remounts used for Army Service Corps transport work, for such specified period as they may be regularly employed on heavy work, when specially recommended by the P.V.O. or S.O.V.S. and approved by the Commandant. Such approvals, with particulars, to be forwarded by the District Paymaster for information.	
	In Quarters.	In Camps.*	In Quarters.	In Camps.*	In Quarters.	In Camps.*
	lbs.	lbs.	lbs.	lbs.	lbs.	lbs.
Oats ..	10	12	10	12	12	14
Chaff ..	8	12	12	14	12	14
Hay ..	6	..	4	..	4	..
Bran ..	1	1	1	1	2	2
Straw ..	7	..	7	..	7	..

*The Camp scale may be approved by the Commandant in other circumstances which, in his opinion, are equivalent to Camp.

NOTE.—Hired horses will only be supplied with forage when such is provided for in conditions of contract or agreement.

(b) For the purpose of calculating fractional parts of a day's forage, a ration shall be considered to consist of four equal feeds of oats and chaff, or their equivalent, viz., "morning," "mid-day," "evening," and "night" feeds, and any hay and bran shall be considered part of the "night" feed. A full day's ration of forage shall count from, and including, the "evening" feed, any other feeds before or after such full day being requisitioned as fraction of a ration. Calculating fractional part of a ration.

(c) Officers commanding units shall exercise their discretion as regards the method of distribution and proportion for issue to individual horses. Distribution of ration.

(d) Commandants may decrease or vary the scales, according to local requirements, by means of substitutions at the following rates:— Substitutes.

Oats, maize, and barley, each ...	1 lb.	} Either of these may be taken as an equivalent of the other.
Hay and Chaff, each ...	1½ lbs.	
Bran ...	1½ lbs.	
Straw ...	2 lbs.	

(e) Commanding officers may vary the scales, by increasing or decreasing the quantities of any article of forage, and by adding carrots, green fodder, linseed, &c., provided that the total cost of the forage is not greater than for the authorized scale at the contract prices. Variation of forage scale.

(f) All contracts shall include conditions giving the necessary power to make variations as authorized by (d) and (e). Contracts to provide for substitutes.

(g) The scale for "pack" horses shall be as recommended in each case by a veterinary officer. Pack horses.

(h) Excess forage on hand at termination of camp shall be returned to contractor and allowed for in his claim. When it is certified in writing, by an Officer of the District Head Quarters Staff, that such course is impracticable, the excess forage will be sold as directed by him, and the certificate, with proceeds of sale, will be forwarded to the District Paymaster. Excess forage, disposal of.

(i) Army Remounts may be placed on agistment in cases where it is considered by the District Commandant to be in the interests of the service and when a saving will be effected thereby. District Commandants must make the best arrangements possible under this Regulation for the agistment of Remounts. Remounts, agistment of.

PART XII.

FUEL AND LIGHT.

277. The following scales of fuel and light are calculated upon the general requirements of the service as are clearly necessary, and do not, except in the case of personal issues, profess to fix rates in exact detail for each service named; savings on one service can therefore be applied to meet deficiencies on another. Commandants are held responsible that the fuel and light allowed are economically and fairly distributed to meet all services within their respective commands, and, in order to effect as large a saving as possible, are granted discretionary power to defer the issues of both fuel and light as from the 1st of May to a later date in cases where they consider the use of fires or illuminants unnecessary. Fuel and light.

General Instructions.

278. For the purposes of these Regulations the Winter Season for allowances of fuel and light shall be from 1st of May to 30th September; the Summer Season from 1st October to 30th April. Seasons for fuel and light.

279. On the 1st of October in each year the Commandant shall convene a Board of Officers, consisting of the Deputy Assistant Quartermaster-General and Staff Officer for Works, to draw up and submit, in duplicate, to the Commandant for approval List of fires and lamps to be submitted to Commandant.

a detailed list of fires and lamps on A.M. Form F8 and F7, recommended to be authorized for quarters, barrack-rooms, offices, buildings, and accessories in occupation by or appropriated for the use of the *Permanent Forces* within their respective commands for the ensuing year. Fuel and light shall only be allowed for such fires and lamps as may be so approved. A copy of approved Schedule to be forwarded to the District Paymaster.

Fuel and light,
to whom not
issued.

280. Fuel or light, or commuted allowances in lieu, shall not be allowed to those in receipt of a consolidated rate of pay, or receiving lodging allowance in lieu of quarters.

Exceptional
cases.

281. In cases of men quartered in isolated forts, batteries, or stations difficult of access, where no contract can conveniently be entered into or reasonable quotations obtained, the Commandant may temporarily grant such special rate of allowance in lieu of fuel and light as the circumstances of the case may justify, and as may be approved by the Minister.

Commuted
allowance.

282. When issues in kind cannot conveniently be made to individuals, the rates to be paid in lieu of fuel and light shall be fixed according to the contract rates, and in accordance with the approval of the Minister for the scales of issues in kind.

Daily allowance.

Fuel.

283. The allowance of fuel shall be as follows :—

Classification.	Coal (lbs. per authorized fireplace per diem).		Remarks
	Winter.	Summer.	
Married quarters when occupied	840 lbs. of coal, or $1\frac{1}{2}$ tons of wood per month, winter and summer, irrespective of number of fireplaces
Unmarried Warrant and Non - Commissioned Officers occupying separate quarters or man necessarily quartered in a room by himself	37 One fire only	25†	† For cooking only. Not to be drawn where messing accommodation is available
Detachments— One man ..	37	25	For all purposes, one fire only
Two to ten men ..	50	40	For all purposes, one fire only
Barrack Rooms ..	50	Nil	In rooms occupied by more than 12 men, with only one fireplace, a recommendation should be made as to the quantity considered necessary in such cases

FUEL—continued.

Classification.	Coal (lbs. per authorized fireplace per diem).		Remarks.
	Winter.	Summer.	
Offices ..	30	Nil	In the case of Gymnasium Rooms, fuel to be only supplied when specially authorized by the Commandant as being absolutely necessary
Recreation, .. Library, Gymnasium and Billiard Rooms (but not canteens)	50	Nil	
Workshops (Tailors) ..	25	25	When required § Summer fuel for cooking when done on guard
Guard Rooms ..	112	40§	
Officers' or Sergeants' Mess	30	Nil	
Court-Martial or Court of Inquiry Rooms	25	Nil	Each day of sitting
Musketry, Lecture, or Board Rooms	25	Nil	When used only
Stores for clothing, bedding, arms, accoutrements, and other articles subject to deterioration by damp	25	25	When required only
Gun sheds, waggon sheds, harness rooms, and shelter sheds	25	Nil	When required only
Hospitals, surgeries, and cells	As ordered by the Medical Officer in charge thereof
Kitchens or cook-houses (for cooking purposes only)	50	50	
Ordnance and engineer work-shops, engineer vessels, submarine services, electric or searchlight apparatus, including oil for consumption in oil engines	Shall be supplied in such quantities and kinds as required on demands from officers concerned
Shoeing and farriery ..	} ..	} ..	To be supplied as required
Browning arms ..			

284. Unless other fuel is cheaper, coal as a rule should be drawn, but to govern cases where it is difficult or expensive to obtain, the following scale of equivalents, each equal to 1 lb. of coal, is authorized:—

1 lb. coke.

4 lbs. fuel wood (2-ft. billets).

- Kindling wood, scale of.** 285. In cases where coal only is drawn, firewood, in not less than 2-ft. billets, for kindling purposes may also be drawn at the rate of 56 lbs. of wood for each ton of coal supplied.
- Fuel, camp, scales for.** 286. When in camps of training or instruction six pounds (6 lbs.) of fuel wood, in not less than 2-ft. billets, shall be the daily issue for each officer or soldier (or civilian attached to the camp) of the Military Forces of the Commonwealth.
- Cubic measurement.** 287. When a cubic ton of wood does not realize for distribution a ton avoirdupois, the Supply Officer shall ascertain and certify the ratio of weight to measurement and purchase of supply shall be regulated accordingly. Supply Officer to forward such certificate to District Paymaster.
- On active service.** 288. When on active service, the troops must, wherever possible, cut and gather the necessary firewood. When wood is difficult and expensive to obtain and the use of coal proves more economical, coal should be issued at the rate of 2 lbs. per diem per officer, soldier or other person entitled to ration of provisions.
- Kindling wood.** 289. Kindling wood at the rate of 1 lb. for every 20 lb. of coal issued shall be allowed. On active service a quantity of dry kindling wood should always be carried.

Light.

- Oil.** 290. Kerosene oil shall be drawn where gas is not available at the following rate for each authorized lamp :—
9 gallons per lamp from 1st April to 30th September.
7 gallons per lamp from 1st October to 31st March.
- Lamp chimneys allowed.** Ten chimneys per annum per authorized oil lamp shall be allowed, but a stock of not more than twenty chimneys per authorized lamp shall be kept on charge at any time by the unit requiring the use of the lamp.
- Wick.** 291. Wick may be allowed at the rate of 6 inches per gallon of oil supplied.
- Equivalent of candles.** 292. When candles are necessarily drawn in lieu of oil, the equivalent is—six ounces of candles equal one pint of oil.
- Candles for minor services.** 293. Candles for minor services, such as visiting stables, and sentries, may be supplied as actually necessary. Candles for use in offices may be issued as actually necessary.
- Candles, issue of in camp.** 294. When under canvas one candle per Bell tent per diem shall be allowed, and two candles per diem per mess, hospital, or Indian marquee (S.S. or E.P. pattern) in actual occupation (see Regulation 243 as to certificate). Candles or kerosene oil for hospital tents or for marquees used for medical purposes shall be supplied in such quantities as may be requisitioned for by the medical officer in charge, who shall be held responsible that no waste occurs.
- Lampsticks.** 295. When lampsticks are used for lighting lamps, 1 gallon of colza oil and 2 ounces of wick may be drawn for each stick per annum.
- Miscellaneous services.** 296. Illuminants and lubricating oil for the following services shall be supplied as required upon demands from officers concerned :—
Engineer Machinery, Engineer Workshops, Engineer Vessels, Submarine Services, Electric Light Apparatus, Magazines and Defences, Signalling, Ordnance Workshops.

297. When gasfittings or lamps of any kind are authorized the Light, when issue of light may be made at once, in accordance with Regulation issued.
290 *et seq.*

298. Officers' and Sergeants' messes, also Recreation, Library, Regimental Gymnasium, and Billiard Rooms (but not Canteens) are allowed a Institutes. consumption not exceeding 750 cubic feet of gas per month per authorized burner. Where, however, incandescent burners are in use, the consumption allowed shall not exceed 450 cubic feet per month.

Accounts.

299. Commandants must see that proper accounts of all fuel and Accounts. light authorized and supplied are kept in A.M. Book No. 12. These accounts shall be kept by the Supply Officer, or the Senior Ordnance Officer.

Treasury Form No. 17 shall be used as a requisition upon Supply Requisitions. Officers or contractors.

PART XIII.

ALLOWANCES TO WITNESSES AT COURTS MARTIAL OR COURTS OF INQUIRY.

300. Where required to attend by the President of a court- Allowances to martial or a court of inquiry under the Defence Act, witnesses witnesses may receive remuneration for such attendance at the following rates :—

	If resident at place of trial, or within 5 miles thereof — for each day's attendance.	Additional, if resident beyond 5 miles from place of trial — for each day necessarily absent, not including the days at court.
<i>For Civilians.</i>		
To every solicitor, medical practitioner, architect, surveyor, notary, bank manager, or other professional man attending in a professional capacity	20s.	20s.
To every interpreter not receiving salary by virtue of his office	20s.	20s.
To every such person not attending in a professional capacity	10s.	12s. 6d.
To every other witness, viz.:—mechanic, master tradesman, farmers and others	6s.	7s. 6d.
<i>For Members of Forces not permanently employed.</i>		
The daily rate of travelling allowance fixed for their rank. Militia Acting Adjutants excepted.		
<i>For Members of the Forces permanently employed.</i>		
The usual rate of travelling allowance for their rank if so entitled by the clause of the regulations authorizing such allowances.		

PART XIV.

MEDICAL ATTENDANCE.

PERMANENT FORCES.

General Instructions.

General
instructions.

301. Medical attendance shall be granted to all Officers, War-
rant Officers, Non-commissioned Officers, and Men of the Permanent
Military Forces, under the Regulations and conditions hereafter
defined :—

(a) The term “medical attendance” throughout these Regu-
lations means the professional advice and care during
sickness or injury afforded in hospital or out of hospital
by Medical Officers appointed for the duty as under—

(i.) At Barracks or District Head-quarters (within
a radius of 2 miles)—by the District Principal
Medical Officer or Medical Officer in charge
of Permanent Troops, District Head-quarters.

(ii.) At following out-stations (within a radius of
2 miles)—

New South Wales ... Newcastle and Wol-
longong.

Victoria ... Port Phillip Heads.

Queensland ... Thursday Island and
Townsville.

South Australia ... Fort Largs.

Western Australia ... Albany and Fre-
mantle.

by a Military Medical Officer, or a civil
medical practitioner who has been approved by
the Military Board to take medical charge of
Permanent Troops.

(iii.) In other localities, medical attendance will be
given by the Area Medical Officers. Cases re-
quiring hospital treatment will be reported to
the District Principal Medical Officer.

Surgical
operations.

(b) Medical attendance does not, however, include surgical
operations except those of a minor character, and which
do not involve the administration of an anæsthetic,
unless such operations are performed in a Military
Hospital by the Medical Officer in charge.

(c) In districts where there is no Military Hospital, arrange-
ments may be made for admission and treatment in a
General Hospital approved of by the Director-General
of Medical Services.

Attendance
restricted.

(d) Medical attendance shall include supply of medicines,
&c., prescribed by the Medical Officer in charge of the
case, and ordered by him from a Military Hospital or
Dispensary.

Supply of
medicine.

(e) Where there is no Military Hospital or Dispensary, all
medicines, &c., shall be supplied by those Officers
referred to in sub-paragraphs (a) (i.) (ii.) (iii.), in
accordance with the Government Medical Regulations
of their respective States, and at Government contract
rates. Where Commonwealth or State Government
contract rates are not operative, Commandants may
authorize District Principal Medical Officers to arrange

with local chemists for supply at a rate not exceeding 10s. per family per annum, or in very special cases not exceeding £1 per family per annum. These drugs shall be confined to those of the British Pharmacopœia or Squire's Companion to the British Pharmacopœia; patent or proprietary medicines shall not be recognised.

Amended by
S.R. 1915/200,
to operate from
1.10.15.

- (f) Officers, and Warrant Officers, may be treated in a Private Hospital, on the distinct understanding that the Department will only be liable for the payment of fees which would have been charged had the patient been treated in a General Hospital, except under special circumstances, such as injury in the performance of military duty, which must, at the earliest possible moment, be submitted for the consideration of the Minister.

Treatment in
private hospital.

In cases where no Military Hospital is available, this sub-paragraph may be made applicable to Non-commissioned Officers and Men. The Department, however, will not be liable for any expenditure of public money for treatment of injuries received whilst taking part in sports.

302. No person, unless authorized by Regulations, shall be admitted as a patient into a Military Hospital without the special sanction of the District Commandant, and any departure from this rule shall render the Officer authorizing such deviation liable for all expenses which may be incurred.

Hospital
admissions
restricted.

303. Medical comforts, diets, or extras shall only be issued to members of the Permanent Forces when admitted for treatment in a Military Hospital.

Comforts, when
issuable.

304. *Wives and children (children up to fourteen years of age) of Officers, Warrant Officers, Non-commissioned Officers, and Men of the Permanent Military Forces* may receive medical attendance and drugs as specified in paragraph 301, sub-paragraph (a), (d), and (e), provided no extra expense to the Department is incurred.

Families of
members.

305. Medical attendance cannot be claimed for confinements.

Confinements.

306. Rolls, giving name and address of each person to whom he is required to give medical attendance, shall be furnished to the Area Medical Officer when required by him.

Rolls of persons
entitled to.

ARMY MEDICAL CORPS.

Pay for Special Services.

307. (a) To a Militia Medical Officer for attendance at a Military Hospital, where such exists, for the accommodation and treatment of Permanent Troops during absence on duty of the Officer in Medical Charge of Permanent Troops, £1 rs. per diem, when so detailed.

Militia Officers.

(b) Administration of anaesthetics or consultation with, or assisting at an operation with the Medical Officer in charge of Hospital for Permanent Troops, £2 2s.

Consultations,
&c.

(c) Medical Boards on Permanent Services shall, as a general rule consist of the Principal Medical Officer (or Medical Officer in charge of Permanent Troops) of the District, and one other Military Medical Officer, who may be paid at the rate of £2 2s. per Board.

Medical Boards.

N.B.—When a Medical Officer is required for above services, and no Officer of the Army Medical Corps is available for the duty, a Civilian Medical Practitioner may be specially employed, at the same rate, on the recommendation of the Principal Medical Officer and the approval of the District Commandant.

Civilian
practitioner.

PART XV.

POSTAGE AND TELEGRAMS.

Postage.

Postage.

308. (a) The correct amount of postage shall, in all cases, be determined before letters and packets are despatched, and no unnecessary papers are to be sent through the post. The cost of such postage shall be defrayed by means of postage stamps marked "O.S.," which shall be obtained on purchase from the Deputy Postmaster-General.

(b) Corps receiving capitation, clothing, or effective allowance shall pay for supplies of stamps from Corps Funds.

(c) Officers in Charge, Heads of Departments, and Commanding Officers not provided with capitation, clothing, or effective allowance, shall requisition on the District Paymaster for supplies of postage stamps as may be necessary.

(d) Except *in very special cases*, large files of papers shall not be transmitted through the post. Book or packet post must, as far as possible, be utilized for returns, &c., so as to insure the cheapest rate.

(e) In transmitting correspondence through the post, care should be taken that any documents sent separately as "Commercial papers" or "Packet post" are posted at the same time.

Telegrams.

Telegrams.

309. Telegraphic communications must be limited to messages on the public service of urgent necessity, and recourse shall only be had to telegraphic communication in cases where the delay involved in the transmission of a letter by post would be prejudicial to the public service. Cablegrams shall not be sent to places outside the Commonwealth without authority from the Military Board. To be admitted as charges against the public, the sums expended must be vouched by copies of the telegrams sent—save in the cases of telegrams sent personally by Commandants—and all such copies of telegrams shall be forwarded to the authorizing Officer when claiming reimbursement for stamps expended. It shall be the duty of the authorizing Officer to bring under the notice of the Commandant any telegrams which do not appear to be in strict compliance with the Regulations.

(a) The repetition of a message must be obtained as a "paid service message" through the delivering office, and not by means of a fresh message exchanged between sender and receiver.

(b) In the event, however, of any messages being improperly sent as on the public service, or of any messages not being of sufficient urgency or importance, the Officers or others sending them shall be called upon to defray the cost.

Accounts.

(b) District Paymasters may call for postage books to check expenditure of stamps issued by them.

Stamp account.

Date.	Number of Letter or Telegram.	To whom sent.	Address.	Hour of Despatch.		By whom delivered.	Cash.	
				H.	M.		Received.	Expended.
							£ s. d.	£ s. d.

LEAVE OF ABSENCE ON GROUND OF ILLNESS—
PERMANENT FORCES.

All cases of leave of absence granted on the grounds of illness shall be at once notified to the District Paymaster. Commandants' powers.

Authorised Version C1917L00031 registered 10/09/2022

Military Board may grant.

Amended by
S.R. 200/15, to
operate from
1.10.1915.

313. In case of sickness or ill-health the Commandant may, on production of satisfactory evidence, grant leave, not exceeding three months, in accordance with the following schedule :—

Length of Service in State and Commonwealth.	Period for which leave may be granted—	
	Full Pay.	Half-pay.
	Months.	Months.
Under five years	1	2
Over five years and under ten	2	1
Over ten years	3	...

Exceptional cases.

314. In exceptional cases the Minister may take any special circumstances into consideration, and may vary the scale of payments; provided that in no case shall the leave granted exceed three months on full pay.

Extension of leave.

315. Where in case of illness an Officer or soldier who has received leave of absence for three months is not so far recovered as to be able to resume his duties, further extensions of leave may be granted with the approval of the Governor-General, in accordance with the following schedule, provided that on each extension of leave the applicant shall be subjected to an examination by the Medical Officer in charge of troops, or by a Medical Officer or by a Medical Board approved by the Military Board :—

Length of Service in State and Commonwealth.	Period for which leave may be granted, on—		
	Half-Pay.	Third Pay.	Without Pay.
	Months.	Months.	Months.
Under five years	1	6	8
Over five years and under ten	3	6	6
Over ten years	6	3	6

Amended by
S.R. 200/15, to
operate from
1.10.1915.

Injury on duty.

316. In exceptional cases, special circumstances may be taken into consideration, *e.g.*, where a member in discharge of his duty sustains injuries of such a nature as to incapacitate him for all duty, this scale may be varied; provided that in no case shall full pay be allowed for a period exceeding nine months in addition to leave granted by the Commandant on full pay.

317. Leave of absence on account of injuries sustained when in the discharge of duty shall be dealt with as prescribed in these Regulations, but such leave shall not be counted as a portion of the leave which may, under these Regulations, be granted to an Officer or soldier, on account of illness.

318. If any member is absent from duty on account of illness, and such absence has extended beyond three months, he shall not be permitted to return to duty unless and until the Principal Medical Officer in charge of troops, or some other medical practitioner approved by the Military Board, or a Medical Board has certified that he is fit to resume work. Returning off sick leave.

319. When extended leave is granted other than on full pay, the rate paid for Sundays and holidays shall be the same as that allowed for the period of leave. Pay for Sunday.

320. No pay shall be granted for leave of absence on account of sickness or ill-health caused by the misconduct of the member. Illness through misconduct.

PART XVII.

SALE OF STORES, ETC.

321. (a) Government stores, except as hereinafter provided, must not be lent, exchanged, or sold without Ministerial approval. To obtain approval for sale a memorandum, with a schedule of the articles proposed to be sold, shall be forwarded for the consideration of the Minister. Treasury Form 41 must not be used for this purpose. Sale of stores.

(b) When a sale has been effected the Authorizing Officer must forward a report of the same on Treasury Form 41 direct to the Secretary, for transmission to the Auditor-General.

(c) Obsolete or unserviceable stores, arms, and equipment may be lent, on payment, with the approval of the Commandant.

322. The above procedure shall not apply to the sale of small arm ammunition, rifles, spare parts, oil, flannelette, chevrons and badges, the obsolete and unserviceable clothing referred to in Regulation 147, or materials in connexion with the use or cleaning of small arms, or to articles of kit and other goods or stores on charge of the Ordnance Department or Quartermaster, the issues of which are governed by Regulation. All that is necessary in these cases is to forward a statement of such sales on Treasury Form 41, direct to the Secretary for transmission to the Auditor-General. Instructions, where not applicable.

323. Military Stores which form part of the equipment of the Defence Force for war shall not be issued for use for other than Military purposes, except by special consent of the Minister, for charitable purposes. Camp equipment, if urgently required for other Government purposes, may be transferred to other Government Departments, provided such other Departments shall, if they retain the articles for a greater period than one month, obtain and transfer similar articles to the Defence Department. Service stores special re and loan of.

When stores are authorized to be loaned for charitable purposes, Senior Ordnance Officers will deliver them only to responsible persons, who shall sign an undertaking to be personally responsible for all damage to or loss of such stores, and shall deposit with the District Paymaster 5 per cent. of the value thereof, and the assessed value of any loss or deficiency may be deducted from such deposit or recovered from the person signing the undertaking.

PART XVIII.

PRIZES FOR ARTILLERY, MUSKETRY, AND SKILL-AT-ARMS.

Sums available
for.

Amended by
S.R. 33/1915,
to operate from
1.7.1914.

324. Subject to provision being made by Parliament and provided that the numbers for whom the amounts under paragraphs (b) and (c) may be paid shall not exceed the authorized peace establishment, the following sums may be made available for distribution by Commandants as grants to Commanding Officers :—

(a) Artillery.—£15 per battery or company.

(b) Musketry.—Light Horse, Infantry—2s. for each member who completes the prescribed musketry course.

(c) Skill-at-Arms.—Engineers, Corps of Signallers, Army Service Corps, and Army Medical Corps, 2s. for each member who completes the approved competitive practice.

Distribution,
method of.

325. The method of distribution shall be approved by the Commandant in accordance with general instructions from Headquarters.

A portion of the sums specified in Regulations 324, not exceeding 20 per cent., may be expended in payment of entrance fees for teams in Service Matches at State Rifle Association Meetings, and the remainder shall be allotted for payment in prizes in competitions authorized under this Regulation.

Prizes, when to
be won.

326. Prizes shall be competed for and won prior to 30th April (and 31st May in the case of Artillery) and paid over to prize-winners on or before 30th June.

Prizes not
competed for,
money to be
returned to
Revenue.

327. All sums not competed for before the 30th June shall be forfeited and returned to the District Paymaster to be paid into Defence Revenue. Claims for amounts competed for but not paid to Commanding Officers on or before the 30th June will be paid from similar appropriation for the year in which the application is made, and the allowance to Regiment or Corps concerned shall be reduced for that year by the amount so paid.

PART XIX.

MISCELLANEOUS EXPENDITURE.

Funerals.

328. An expenditure not exceeding £10 may be authorized by Commandants on funerals of members of the Permanent Forces.

Cooking—
Soldiers in
detention.

329. An allowance of 9d. per diem may be granted for cooking meals of soldiers under detention, but such allowance shall not be paid to any Non-commissioned Officer or man of the Military Forces.

Plain clothes.

330. Commanding Officers may, in any case of necessity, provide a soldier of the Permanent Forces, on discharge, with plain clothes, at a cost not exceeding £1 10s.

Escorts.

331. In cases where it may be necessary to employ a Non-commissioned Officer of the Militia to act as an escort of a soldier in connexion with a court-martial, such Non-commissioned Officer may be granted an allowance equal to his daily rate of Militia pay.

332. A soldier of the Permanent Forces on discharge on account of having been found medically unfit for further service, or on completion of the term of service for which he enrolled (and, if on the married roll, his wife and family), is entitled to free rail or sea transport to the place of his enlistment, or, in lieu thereof, transport to any other place within the Commonwealth, provided that the cost of such transport does not exceed the cost of transport to place of enlistment. Transport of invalid soldier.

333. A soldier discharged for misconduct, or at his own request, prior to the completion of the term of service for which he has enlisted or re-enlisted, shall not be granted free transport, except that a soldier stationed at Thursday Island may, on discharge for misconduct, be granted transport to the nearest port on the mainland. Transport of soldier discharged.

334. Discharged soldiers who, on account of illness, are unable to proceed to their homes, will be subsisted in hospital at the discretion of the District Commandant. In such cases it will not be necessary to cancel a man's discharge. Subsistence discharged soldiers.

PART XXI.

UNIVERSAL TRAINING REGULATIONS.

PHYSICAL TRAINING STAFF.

336. (1) The annual rates of pay shall be as follows :—

Chief Instructor	£450 to £550	Rates of pay.
Instructor	£325 to £400	Inserted by
Assistant Instructor	£250 to £300	S.R. 164/16,
					to operate from 1.9.16.

Annual rate of increment £25, subject to approval of the Minister.

(2) These rates of pay shall be inclusive of all allowances except "Travelling," which may be granted at the rates laid down for military officers of corresponding ranks. Travelling allowance.

AREA OFFICERS.

337. Officers of the Militia Forces temporarily appointed as "Area Officers" will receive no militia pay during appointment, but will be granted an allowance at the rate of £150 to £180 per annum. Area officers' allowances.

This allowance will include "horse" and all other allowances except "travelling," and is subject to the necessary provision being made by Parliament.

Subject to provision being made by Parliament, the Minister may approve of an increment being granted at the rate of £30 per annum, after three years' satisfactory service as an Area Officer, on a certificate from the District Commandant that the duties have been performed in an efficient manner. Increments.

PROVOST STAFF.

338. The annual rates of pay shall be as follows :—

Assistant Provost-Marshal	£312	Pay.
Provost Sergeant-Major	£204	
Provost Sergeant	£156	

These rates of pay shall be inclusive of all allowances except "Travelling," which may be granted at the rates laid down for members of the Military Forces of corresponding rank.

MILITIA FORCES.

PAY.

Pay. 339. The rates of pay for all ranks of the Militia Forces shall be as set out in the next following Regulation. (C)

340. RATES OF PAY FOR MILITIA FORCES.

Rank.	Artillery and Engineers —25 Days per Annum.		Other Arms— 16 Days per Annum.	
	Rate per Whole Day.	Amount per Annum.	Rate per Whole Day.	Amount per Annum.
Colonel or Brigadier	£ 5 0	56 5 0	£ 5 0	36 0 0
Lieutenant-Colonel	1 17 6	46 17 6	1 17 6	30 0 0
Major	1 10 0	37 10 0	1 10 0	24 0 0
Captain	1 2 6	28 2 6	1 2 6	18 0 0
Lieutenant	0 15 0	18 15 0	0 15 0	12 0 0
Adjutant	60 0 0
Adjutant, Army Medical Corps	18 0 0
Quartermaster, at rate of corresponding rank				
Brigade Bandmaster	50 0 0
Brigade or Regimental Sergeant-Major, Quartermaster-Sergeant, Warrant Officer	0 12 0	15 0 0	0 12 0	9 12 0
Squadron, Battery, Troop, or Company Sergeant-Major, Farrier Quartermaster- Sergeant, Colour Sergeant, Staff-Sergeant, Sergeant Cook	0 11 0	13 15 0	0 11 0	8 16 0
Squadron, Battery, Troop, or Company Quartermaster-Sergeant, Orderly-room Sergeant, Farrier, Collarmaker, Wheeler, or Saddler Sergeant	0 10 6	13 2 6	0 10 6	8 8 0
Sergeant, Pioneer, Signalling, Transport, Armourer, or Band Sergeant, Sergeant Trumpeter	0 10 0	12 10 0	0 10 0	8 0 0
Corporal, Armourer, Band, Shoeing-smith, Signalling, or Pay and Orderly-room Corporal	0 9 0	11 5 0	0 9 0	7 4 0
2nd Corporal, Bombardier	0 8 6	10 12 6	0 8 6	6 16 0
Shoeing-smith, Driver { Trained Soldiers	0 5 0	6 5 0	0 5 0	4 0 0
{ Recruits	0 3 0	3 15 0	0 3 0	2 8 0
Acting Bombardier. Lance- Corporal, Gunner, Sapper, Private, Bands- man, Collarmaker, Saddler, Wheeler, Trumpeter, Bugler, Drummer, Cook, Bat- man, Stretcher-bearer { Trained Soldiers	0 4 0	5 0 0	0 4 0	3 4 0
{ Recruits	0 3 0	3 15 0	0 3 0	2 8 0

Half-day parades shall be paid for at one-half and night drills at one-quarter of the above rates.

Instructions.

(C) Members of the Militia Forces commissioned prior to 1st July, 1912, receive pay under regulations made by virtue of the powers given by section 124 (1) (d) of the Act. (See Regulations, 122-134.)

341. Officers of the Militia Forces called up for administrative or instructional duty during the present war shall, while so called up, be paid at the following rates, provided that for special appointments special rates may be approved by the Minister :—

Lieutenant	£250 per annum
Captain	£350 per annum
Major	£425 per annum
Lieut.-Colonel	£500 per annum
Colonel	£500 per annum

Officers of Militia Forces called up for administrative or instructional duty during the present war.

Amended by S.R. 1917/—, to operate from 1.2.17.

This Regulation shall not affect the right of any officer to receive the pay as prescribed by Regulation 340 for his ordinary duties connected with the training, &c., of his unit, provided that he shall not receive any such pay for any day, or portion of a day, during which he receives pay under this Regulation.

342. Officers of the Militia Forces performing Intelligence duties in Military Districts, or officers specially appointed to carry out such work, shall, during the period of the present war, be graded as under, and be paid according to grade, irrespective of rank :—

Grade I.	£475
Grade II.	£375
Grade III.	£275

343. (1) Specialists' pay of £2 per annum will be paid—

Specialists' pay

(a) To each qualified Signaller below the rank of 2nd Corporal borne on the authorized establishment of a Signal Unit, or as Regimental Signaller of Light Horse and Infantry Units.

(b) To each qualified "Specialist" of the Field or Garrison Artillery not exceeding the following :—

In each Head-Quarters of a Field Artillery Brigade, 4 Signallers, 2 Range Takers. In each Battery of Field Artillery, 8 Gun Layers, 4 Signallers or Telephonists, 4 Range Takers. In each Company of Garrison Artillery, 4 Gun Layers, 4 Telephonists, 3 Range Takers.

A Specialist becoming non-effective during a year will not draw Specialists' pay for that year.

(2) A special duty pay of 6s. may be paid to each soldier borne on the authorized establishment of a Signal Unit or as Regimental Signaller of Light Horse and Infantry Units using privately-owned machines in the Government Service, the owners of such machines to be responsible for all damages and repairs, and that machines are kept in good order and fit for service at all times.

Special duty pay—cooks.

(3) Payment for the provision of motor cycles and bicycles will be made annually in accordance with the following scale to members borne on the authorized establishment of a Signal Unit or as Regimental Signallers of Light Horse and Infantry Units using privately-owned machines in the Government Service, the owners of such machines to be responsible for all damages and repairs, and that machines are kept in good order and fit for service at all times.

Payment for provision of motor cycles and bicycles.

Motor Cycles.—At the rate of 5s. per diem for each day on which the motor cycle (within the approved establishment of such machines) is used in the Government Service, provided that the total amount paid for each motor cycle does not exceed £5 per annum.

Bicycles.—At the rate of 2s. per diem for each day on which the bicycle (within the approved establishment of such machines) is used in the Government Service, provided that the total amount paid for each bicycle does not exceed £2 per annum.

Rates for recruits—when increased.

344. The rate of pay for all trainees during the first twelve months of their service shall be as prescribed for recruits, and from the 1st July, subsequent to their being classified as "Efficient" shall be at the rate of 4s. per diem.

Provided that trainees of the 1897 quota who have been exempted from training under section 125 of the Act during the year 1915-16 owing to the temporary suspension of the training of the Citizen Forces, may be paid at the rate of 4s. per diem during the year 1916-17, in the same manner as though they had been classified as efficient for the year 1915-16.

Provided that any trainee promoted to a rank higher than that of private, gunner, driver, lance-corporal, acting bombardier, &c., during his first year of training may be paid at the rate prescribed for the rank to which promoted.

Pay issuable only for compulsory or alternative drills.

345. (1) Except as provided by Regulations 126 and 129 pay shall not be issuable in any year in excess of the total amount per annum set out in Regulation 340, unless in very exceptional circumstances, which must be proved to the satisfaction of the Military Board and approved by the Minister.

(2) The pay for the number of days prescribed for the Annual Camp of Continuous Training shall be set aside from the total amount provided, and shall not be available for any parade or drill other than continuous training. This amount shall be issuable only for attendance at the Camp of Training for the unit to which the officer or soldier belongs, or for attendance at another camp within the year to make good absence without leave from the ordinary camp, and shall not be issuable for any camp attended to make good absence without leave.

(3) The remaining portion of the total amount shall, subject to paragraph (1) of this Regulation, be available for compulsory or alternative parades attended, but pay shall not be issuable for any other parade attended to make good deficiencies caused by absence without leave.

Payment, when made.

346. With the exception of officers who were serving in the Militia Forces on 30th June, 1912, the payment of pay of Militia Forces shall be made in arrear and as follows:—

On the last day of Camp of Continuous Training, the amount of pay earned at such camp (provided that for Camps of seventeen days an interim payment may be made), and at the end of the financial year, the remainder of the amount earned in that financial year.

Pay of Officers and Non-commissioned Officers.

347. The higher rates of pay allotted to Officers, Warrant and Non-commissioned Officers, although calculated on the number of Parades attended, are intended to include remuneration for the duties of the rank, varying from year to year, in connexion with attendance at Schools of Instruction, Staff or Regimental Tours, Classes, and Administrative Work of Units.

Report of Commanding Officers.

348. The Commanding Officers will report annually, before the last issue of pay, to District Commandants that the Officers, Warrant and Non-commissioned Officers of their units have performed all duties required of them during the year satisfactorily, except (stating names and reasons), and will, at the same time, withhold 20 per cent. of the annual pay of the members so excepted, pending the decision of the District Commandant, and such sums so withheld shall not be payable to the members concerned unless authorized by the District Commandant.

349. In the case of members of Regimental and other Staffs, who are on leave of absence for more than one month, a proportionate part of the annual rate of pay shall be deducted for the period of absence, to be computed at one-twelfth of the annual rate for each month of absence, after deducting the pay allocated for the period of continuous training. Regimental Staffs.

350. Notwithstanding the issue of any "Establishments" of 1 units, all members of the Militia Forces may be paid according to their rank in cases where such establishment is exceeded, but, in the case of ranks higher than that of Private, no further promotion to such rank shall be made until such Supernumeraries are absorbed, and if the excess be :—

(a) In the commissioned ranks No further appointments as Officers will be made unless the total authorized establishment of Officers of the unit will not be exceeded thereby, and if the excess be in a rank higher than that of Lieutenant any corresponding vacancy that may occur in the next lower rank will not be filled until such excess Officer has been absorbed.

(b) In the rank of Warrant Officer, or of Non-commissioned Officer of or above the rank of Sergeant (exclusive of Farrier - Sergeant, Collarmaker - Sergeant, Saddler-Sergeant, Wheeler-Sergeant, and Armourer-Sergeant) No further appointment or promotion to these ranks will be made unless the total establishments of such ranks will not be exceeded thereby; and if the excess be in a rank higher than that of Sergeant, any corresponding vacancy that may occur in the next lower rank will not be filled until such excess Warrant or Non-commissioned Officer has been absorbed.

(c) In the rank of N.C.O. below the rank of Sergeant No further appointments or promotions will be made to the rank in which the excess exists unless the total establishment of the N.C.O. ranks below the rank of Sergeant will not be exceeded thereby.

351. In the case of members voluntarily enlisted under A.M. Regulation 1183, pay shall be issuable only to such members as are authorized by the Military Board, and provided for by Parliament. Men voluntarily enlisted.

352. Members of any unit or of the Unattached List of the Militia Forces, temporarily absent abroad, may be permitted to attend for training with other units of the British Dominions, and may be paid accordingly, not exceeding the rates herein provided, as arranged by the Military Board. Members temporarily abroad.

353. No pay shall be made to members for periods during which they are detained under Section 135 of the Act. No pay for periods in detention.

ALLOWANCES.

364. An additional allowance shall be paid to a married member receiving less than 8s. per diem for each day's attendance at the Annual Camp of Training as follows :— Separation Allowance.

(a) For wife (living at home) ... 1s. 3d. per diem.
(b) For each child ... 7½d. per diem.

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A similar allowance as in (a) shall be paid to a soldier who is the sole support of a widowed mother or of a mother who is entirely dependent upon his earnings.

The allowance under (b) shall be limited to each child under fourteen years of age who is dependent upon his father for support.

Provided, however, that these allowances shall not be granted to a soldier unless he completes the period of continuous training prescribed in Section 127 of the Defence Act, viz. :—

If serving in an Artillery or Engineer unit, or in a unit of the Army Service Corps allotted to Artillery or

Engineers	Not less than 17 days.
Other units	Not less than 8 days.

Provided, however, that a statutory declaration by the claimant, indorsed by the Commanding Officer, shall be furnished with each claim.

Provided further that the total allowance payable under this Regulation shall not exceed—

In the case of members whose daily rate of pay is 3s.—5s. per day.

In the case of members whose daily rate of pay is 4s.—4s. per day.

In the case of members whose daily rate of pay is 5s.—3s. per day.

Horse allowance.

355. Horse Allowance shall be issued in accordance with Regulations 131 and 132.

SENIOR CADETS.

Contingent allowances.

356. (a) In each year, an allowance, subject to provision being made by Parliament, may be credited to each Training Area.

(b) The amount to be paid shall be calculated at the rate of 2s. per member of the strength of Senior Cadets actually in training in the Training Areas on the 1st August of the financial year in which payment is made, and, in addition, a sum not exceeding £15 for each separate locality in which training is carried on.†

When there is more than one locality, the list of such localities shall be submitted for the approval of the Military Board. (A)

In addition, a sum to be calculated at the rate of £5 per locality, will be made available in each Military District, and will be credited in such amounts as may be approved by the District Commandant to increase the Contingent Allowance of those areas in which it may be most needed.

Area Officers will keep a proper record of receipts and expenditure on the authorized form.

† "In Senior Cadet companies and detachments formed in educational institutions, the strength for the purpose of calculating the amount of the Contingent Allowance shall be taken on Tuesday in the week following the commencement of studies after the winter vacation."

Instructions.

Return of localities for which payment is recommended.

(A) (1) District Commandants will forward, not later than the 30th August in each year, their recommendations for financial authority for payment of Contingent Allowance in accordance with Regulation 355 (b).

(2) The recommendation will be accompanied by a return showing the separate localities in each Area for which payment is recommended, and specifying—

(a) the principal locality of each Area, and the number of Senior Cadets in training thereat;

(b) other localities for which payment is recommended, and the number of Cadets in training thereat;

(c) localities for which payment is not required, and number of Senior Cadets in training thereat.

(3) The numbers in training will be calculated as directed in Regulation 355 (b) and note.

Advances at the discretion of the Authorizing Officer will be made to Area Officers to meet expenditure as may be necessary in the items mentioned below :—

Expenses incidental to parades and target practice, including marking.

Orderly Room Expenses—

Hire of temporary accommodation.

Cleaning and care of Orderly Rooms and grounds.*

Lighting and fuel.

Water.

Printing,* stationery, advertising, postage stamps, office requisites, and furniture.

Cleaning and care of arms.*

Care and protection of stores on charge.*

Replacing losses or damage to stores and equipment which cannot be traced to individuals, and are not chargeable otherwise.*

Other incidental expenses not exceeding Five Shillings in each case.*

Recoupment will be made by the District Paymasters on receipt of vouchers duly acquitted in accordance with the Audit Act and Regulations.

357. (1) An allowance (subject to provision being made by Parliament) may be paid to officers within the authorized establishments to make good the expenses necessary in the provision of rank badges, drill books, accoutrements, and all other incidental expenses. Personal allowance to officers.

C.O. Battalion At the rate of £7 per annum.

O.C. Company At the rate of £5 per annum.

Second in command of Company At the rate of £5 per annum.

Other officers At the rate of £3 per annum.

(2) A *pro rata* amount, based on each complete month of service rendered, will be paid to officers (within the authorized establishment) in either of the above-named appointments, who serve for a portion of the year only.

(3) Payments, which will be made—

(a) on and after the month of February, of claims accruing during period of six months ending 31st January preceding.

(b) on and after the 1st August, of claims accruing during period of the six months ending the 31st July preceding;

will be dependent on—

(i) *in the case of officers other than Battalion Commanders—*
the approval of the District Commandant and the certificate of the Battalion Commander that the duties of such officers have been efficiently carried out;

(ii) *in the case of Battalion Commanders—*
the approval of the District Commandant.

* Expenditure on these items should be very small, if any. Printing should usually not be necessary. Care of the office and stores therein should not necessitate hired assistance more than once a month.

Allowance to Senior Cadet officers who attend Schools of Instruction.

358. An officer of the Senior Cadets detailed by the District Commandant to attend a School of Instruction in Infantry or Musketry Training, which has been approved for officers of the Militia Forces, and in which a vacancy exists owing to the required number of officers of the Militia Forces not being able to attend, may, if the District Commandant approves, and the necessary funds are available from the amount provided for such School of Instruction, be granted—

(a) Railway transport to and from the school.

(b) Tentage or quarters, and subsistence whilst attending the school.

Senior Cadet officers. Attendance at camps.

359. Senior Cadet Officers who attend Camp for a period of not less than eight days may be paid the field allowance of their rank, as prescribed for officers of the Militia Forces, and shall be granted free rations.

MEDICAL ATTENDANCE AND EXAMINATIONS.

Area Medical Officers.
Pay.
Duties.

360. (1) Subject to provision being made by Parliament, a sum of £60 per annum will be allowed for each Training Area—

(a) For all medical examinations (excluding Permanent Forces) under the Defence Act within the Area, and which include—

(i) Medical examinations for those liable for training in the Junior Cadets.

(ii) Medical examination of boys liable for training in the Senior Cadets who, for local reasons, have not been previously medically examined for Senior Cadet Service.

(iii) Medical examination of Junior Cadets on transfer to the Senior Cadets.

(iv) Medical examination of officers for first commissions in existing Militia Forces.

(v) Medical examination of officers of the Militia Forces for promotion.

(vi) Medical examination of recruits for units of the Militia Forces raised at places appointed for training under A.M. Regulation 693.

(vii) Medical examination of Senior Cadets on transfer to the Militia Forces.

(viii) Other medical examinations when specially required by the District Principal Medical Officer.

(b) Medical attendance on members of the Permanent Forces and their wives and families in accordance with Regulations for "Medical Attendance" excepting those attended by the Medical Officer in charge of Permanent Troops.

(c) Attendance as a member of any Medical Board on Militia Troops or Cadets within the Battalion Area.

- (d) Attendance on members of the Militia Forces or Cadets residing in Area suffering from injuries contracted in the performance of military duty. Any cases, however, extending over five visits to be dealt with as special cases, and treated in a general Hospital where available. In cases, however, where this is not practicable, a fee at the rate of One guinea for every three visits to be allowed for visits in excess of five. (A)

(2) In cases where the training area includes training localities at such a distance from the Area Medical Officer's place of residence as to involve considerable expense or loss of time in conducting the medical examinations there by the Area Medical Officer, local civilian medical practitioners may be employed, and will be paid at the rate of 2s. 6d. for each examination. Examinations at training localities by local civilian practitioners.

If in any area the Area Medical Officer is unable to examine 90 per cent. of those allotted to him, any sums paid or payable under this paragraph shall be deducted from the Area Medical Officer's allowance, provided that no such deduction shall be made in respect to medical examinations conducted at places the visiting of which would necessitate the absence of the Area Medical Officer from his station for over 24 hours, nor shall the person liable for training at such centres be considered to be portion of "those allotted" to the Area Medical Officer for examination.

(3) In addition to the duties already specified, Area Medical Officers may be required to medically examine school teachers, prior to commencing a Special School of Instruction in Junior Cadet Training, for which service a payment of 2s. 6d. may be made. Examination of teachers prior to physical training school.

In cases where it is not practicable for an Area Medical Officer to perform this duty, the examination may be conducted by a local civilian medical practitioner, provided that the cost does not exceed 2s. 6d. per head.

3. (A) The medical examination of recruits of units of the Militia Forces raised at localities which are not places appointed for training under A.M. Regulation 693 may be carried out by a local civilian medical practitioner appointed by the Commandant, and a payment of 2s. 6d. for each examination may be made. Examination of recruits for Militia Forces at places not appointed training localities.

(4) Any officer of the Australian Army Medical Corps will be eligible for appointment to the position of a "Medical Officer of a Training Area," and to receive remuneration for the same, in addition to that allowed for Australian Army Medical Corps' duties.

Instructions.

(A) The following additional instructions will be observed in connexion with injuries sustained by members of the Militia Forces and Commonwealth Military Cadet Corps in the performance of military duty (Regs. 180 (b) and (d) and 359 (1) (d)) :—

1. Certificate showing period of incapacity will only be accepted from :—

- (a) Military Medical Officers;
- (b) Area Medical Officers;
- (c) Such Private Medical Practitioners as have been approved by P.M.O.

Presidents of Courts of Inquiry will insure that the Certificate is attached to the proceedings, and neither accept nor base their recommendations upon Medical Certificates furnished by medical authorities not enumerated in (a), (b), or (c).

2. During Camps of Training the following procedure will be observed :—

- (a) Cases requiring treatment after termination of Camp will be sent to a General Hospital (or to a Private Hospital if the patient agrees to pay difference of costs). District P.M.O. and Commanding Officer to be at once notified. Medical Certificate (A.M. Book 8) will accompany the patient.
- (b) When a member is medically fit to return home, but is medically unfit to resume employment, direct the member concerned to at once report himself to the prescribed medical authority. A Medical Certificate (A.M. Book 8) to be sent direct to District P.M.O. by prescribed medical authority. In cases where Camps are held at any considerable distance from District Head-Quarters, the Certificate will be forwarded to a Medical Officer of the Area, as directed by the P.M.O. The private address of the invalid will be indorsed on back of Certificate Form.

(5) Civilian medical practitioners appointed to the position of "Medical Officers of Training Areas" may be granted honorary rank in the Australian Army Medical Corps Reserve.

(6) Medical Officers of Training Areas, holding honorary commissions as Captains, if they pass the qualifying examination and are within the age limits, may be granted substantive rank.