

# STATUTORY RULES.

1910. No. 94.

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## PROVISIONAL REGULATIONS UNDER THE DEFENCE ACTS 1903-1904.

**I** THE GOVERNOR-GENERAL in and over the Commonwealth of Australia, acting with the advice of the Federal Executive Council, hereby certify that on account of urgency the following Revised Regulations under the Defence Acts 1903-1904 should come into operation on and from the 1st November, 1910, and make the Regulations to come into operation accordingly as Provisional Regulations.

Dated this 27th day of October, One thousand nine hundred and ten.

DUDLEY,

Governor-General.

By His Excellency's Command,  
G. F. PEARCE.

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Regulations for the Military Forces of the Commonwealth heretofore made, whether provisional or otherwise, are hereby repealed.

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

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### 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.

"Paymaster" means an Officer appointed to be 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.

## 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.
- Economical administration. 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. Commandants should therefore from time to time personally inspect claims, especially claims for travelling expenses.
- Assistance to be given Commandant. Expenditure that may be authorized by Commandants. Ordinary services. 4. It is the duty of every member of the Military Forces 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 £50 in any one case, under the Divisions or Subdivisions of any Votes for Contingencies, General Services, Maintenance of existing Arms and Equipment, provided he has satisfied himself that funds are available; that it is not a new Service, Vote, or Item, or involving any alteration of existing rules, or practice; 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 Regulation and does not require Ministerial approval.
- Casual labour, &c. (c) To approve of the employment of casual labour (non-clerical) where provision exists on the Estimates for temporary assistance, but no person shall be employed under this authority for a longer period than six weeks in any financial year without the approval of the Military Board. Applications for re-employment to state periods already employed during current financial year.
- Compensation—personnel. (d) To approve—in accordance with Regulations—of compensation for injuries, provided the award does not exceed payment of compensation for thirty working days and the medical expenses do not exceed £3 3s.
- Compensation—horses. (e) Under the Regulations for Compensation for injury to or loss of a horse, to approve of compensation when recommended by a Board, provided that the amount does not exceed £5; or, in cases where it may be desirable to pay compensation, upon the certificate of the Veterinary Officer, and it is not practicable to call a Board, provided the amount does not exceed £5.

- (f) To approve, in accordance with Commonwealth Military Regulations of the striking off charge of stores, 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.
- (g) To approve of increments to Warrant Officers, Non-Commissioned Officers, and men, where such are provided in the Appropriation Act and prescribed by the Regulations.

6. The expenditure to be authorized by Commandants under Regulation 5, clauses (b), (c), (d), (e), and (f) must not exceed in the aggregate the following amounts per month in the respective States without the approval of the Minister:—

New South Wales	... ..	£250
Victoria	... ..	£200
Queensland	... ..	£150
South Australia	... ..	£100
Western Australia	... ..	£60
Tasmania	... ..	£60

7. A monthly schedule of expenditure incurred by each Commandant, under the authority in Regulation 5, clauses (b) 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 of each month, in the following form:—

Schedule of expenditure for Headquarters

**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—

Proposals involving expenditure—instructions to.

- (a) The Division, Subdivision, and Item of the Estimates to which the expenditure should be charged.
- (b) That funds are available.

- Availability of Funds.** 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 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.
- 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.

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

26. All accounts, other than those dealt with under Regulations Accounts, dealing with. 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.

27. He shall, in the event of receiving any claim which appears Claims inadmissible. 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.

28. He shall not apply Public Moneys to any purpose not Public Funds, dealing with. 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 exceeding a total sum of £5 have to be made, an advance may be made up to 75 per cent. of the maximum allowance that can be claimed.

29. He shall not advance any moneys to a member of another Military District on account of travelling or other expenses, unless Advances not to be made without authority. 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.

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, Regimental Funds, &c. or act as auditor, or on the committee controlling the expenditure of same.

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. Recovery of vouchers, accounts, &c.

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. Audit queries.

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. Receipt Books and Regulations.

## 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.
- Overtime.** (e) Overtime shall not be paid for unless the same has received the approval of the Secretary or the Minister.
- Salaries, Vote paid from.** (f) 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.
- Temporary employment.** (g) In no case shall any person be temporarily employed without the approval of the Military Board, except as provided in Regulation 5 (c).
- Artificers expenses of.** (h) In the case of any work being carried out in any State by artificers who are ordinarily employed in another State, the cost of material and labour shall be charged to the State for which the work is performed. This shall also apply to their travelling expenses.
- Advertisements.** (i) 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.
- Debit of transfer.** (b) The cost of transfer shall be debited to the Votes of the State to which the transfer is made, except in the cases of Thursday Island and King George's Sound, the Votes of which shall bear the cost of transfer to or from any other Station.
- 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 Financial Regulation 85 (A).

### CHEQUES—PROVISION FOR SIGNING OF.

38. (a) All cheques shall be signed by the Paying Officer, or Cheques 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.

(b) The names of the countersigning officers, with their specimens 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 Paylog 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 Moneys. 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 arm 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. S.A.A., &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 sale 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.

42. District Paymasters shall forward, not later than the 7th 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— Monthly expenditure.

(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 Temporary Employés (Public Service Act, Section 40, sub-section (7))	" ... ..	April of each year.
Return of Officers over 60 years of age (Public Service Regulation No. 26)	" ... ..	"
<i>Quarterly.</i>		
Return of Temporary Employés (Public Service Form E, in triplicate)	2 copies to Secretary, 1 to P.S. Inspector	By 7th of month after quarter.
<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)	" ... ..	"



## Monthly—continued.

Nature.	To whom to be forwarded.	Date to be forwarded.
Treasury Form 43. Appointments, Promotions and Transfers (in duplicate), both as regards the Military Forces and the Public Service	Secretary ... ..	Within 7 days after month
Return of Fines and Punishments under Public Service Act	" ... ..	"
Treasury Form 41. Sale of Government property	" ... ..	"
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:—

- (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. Payments to be made by 30th June. Supplies.
- (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. Repairs and works.
- (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. Heavy amounts.
- (d) Accounts for amounts due to the Government Printer, Railways, &c., shall be specially asked for. Printer's and Railway accounts.
- (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. Monthly or quarterly accounts.
- (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. Rents.
- (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 Pay and allowances of personnel.