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*Colonial Secretary's Office,
Perth, 1st March, 1893.*

HIS Excellency the Governor in Executive Council, in pursuance of the powers vested in him by "The Defence Forces Act, 1893," has been pleased to make the following Regulations for the Permanent Force.

S. H. PARKER,
Colonial Secretary.

Enrolment.

Recruits to be medically examined.

1. All recruits prior to enlistment will be examined by a medical man as to their fitness for service.

*Method of attesting a recruit. Actual enlistment.
Final approval.*

2. (i.) When a recruit is attested, the questions set forth on the first page of the Attestation Paper will be put to him by the Enrolling Officer, who will duly enter and record the answers given by the recruit thereon, and the recruit will then take the oath on the first page of the Attestation Paper and sign his name thereto in the presence of a witness. The Enrolling Officer will then sign the certificate at the foot of page 1, entering the place and date at the same time. (ii.) When the Enrolling Officer has signed this certificate the recruit is to be considered as enlisted, and is entitled to pay from that date, inclusive, but his enrolment is subject to the final approval or disapproval of the Commandant, whose decision must be given within 14 days of the date of the Enrolling Officer's certificate.

Subsistence allowance if enlistment delayed.

3. If it is not possible to enlist a recruit on the same day that he presents himself for enlistment, one sum of 2s. shall be paid for his subsistence, if provided with food

and quarters in barracks, on the certificate of the enrolling officer that the delay in his enlistment was unavoidable. If the recruit is not enlisted, no allowance can be claimed.

Re-engagement to Prolong Service.

4. (SPECIAL CLAUSE APPLYING TO MEN RAISED IN SOUTH AUSTRALIA).

Non-commissioned officers and men enlisted in South Australia may re-engage to complete period of service.

All non-commissioned officers and men who have been enlisted for a certain period, or have re-engaged to prolong that period, in and under the laws of South Australia, shall be enrolled, in the first instance, for a period of three years, and then shall, at any time before the expiration of those three years, be allowed to prolong their service to complete the term they had originally enlisted or re-engaged for in South Australia.

Periods for which prolongation of service may be made.

5. Warrant officers, non-commissioned officers, and men of good character desirous of prolonging their service beyond the term for which they originally enlisted, in accordance with sec. 29 "Defence Forces Act, 1893," may be permitted to do so at any time during the first three years of their service; in the first instance, to complete a period of six years' service, and at any time during the period for which they have thus re-engaged, in the second instance, to complete a further period of twelve years' service. All prolongation of service is subject to the approval of the Commandant.

Discharge.

Discharge within six months for incapacity or misconduct.

6. If a recruit, within the first six months of his service, proves himself, by his incapacity to acquire his drill and training, or by his misconduct, unlikely to become a good and efficient soldier, his commanding officer shall make a full report thereon to the Commandant, who shall have the

power to order his discharge from the service; but such discharge must be carried out before the recruit has completed six months' service.

Confirmation of discharges.

7. All discharges must be confirmed by the Commandant, in whom the powers of discharge are vested.

Purchase of discharge.

8. If a recruit within three months after the date of his enlistment pays for the use of the Government of this colony a sum not exceeding £10, he shall be discharged with all convenient speed, provided that no urgent occasion for his services exist. After the expiration of this term of three months a man will not be permitted to obtain his discharge by purchase until after two years' service, then, provided he is a good character and no urgent occasion for his services exist, he can obtain his discharge on payment of £20.

Clothing and kit on completion of service.

9. On a man completing his term of service, his clothing and kit become his property.

Pay and Allowances.

When payment is to be made.

10. Officers shall be paid monthly. Warrant officers, non-commissioned officers, and men shall be paid weekly.

Pay and allowances—how to be accounted for.

11. Treasury Form M, accompanied by Military Forms P 1 and 2 (Pay lists and allowance return), as sub-vouchers, will be forwarded on the 1st day of the month following the one to which they refer, to the Staff Adjutant.

Accounts to be settled monthly.

12. Warrant officers, non-commissioned officers, and men will be settled up with to and for the end of each month on the last pay day of the month, and on no account, except in unavoidable cases, is there to be any balance carried forward to the next month's accounts.

System of issuing pay.

13. Pay is invariably to be issued in the presence of an officer, and the sum of money paid to each warrant officer, non-commissioned officer, or man is to be inked in at the place on the pay list set apart for that purpose, at the time of issue. If anyone to whom pay is due is unavoidably absent when payment is being made, a line is to be drawn in ink, through the space in the column for the day which should have contained the entry of his pay, and a fresh column is to be used when his pay is made over to him. The officer's signature at the foot of the column in which the pay has been entered is his certificate of its issue to each individual, and to the correctness of the total, and no appeal can be made regarding the correctness of an entry except at the time of issue. [NOTE.—Military Form P 3 (pay sheet) will invariably be used to record the weekly issue of pay.]

Scale of pay.

14. The pay for the warrant officers, non-commissioned officers, and men enlisting for a term of three years shall be as follows:—

(a.) The scale of pay shall be—

Quartermaster and pay-sergeant...	5s. 3d. per diem.
Sergeant	4s. 3d. "
Corporal	3s. 6d. "
Bombardier	3s. 3d. "
District gunner	3s. 0d. "
Gunner	2s. 6d. "
Bugler	2s. 9d. "
Orderly-room clerk...	6d. per diem, extra pay.

(b.) Threepence per day more in each rank if enlisted for five years in South Australia.

Deferred pay.

15. Threepence per diem of the above rates of pay shall be retained by the Government in the case of all men enlisting, or who have enlisted, since the 24th February, 1887, as deferred pay, to be handed over to the man on completion of his engagement. Such deferred pay shall be forfeited to the Government in cases of desertion or dismissal from the service for misconduct.

Extra pay.

16. Any non-commissioned officers or men employed as artificer or for other skilled work, may, when approved of by the Commandant, receive extra pay not exceeding 1s. per diem.

Working pay.

17. When ordered by the Commandant, working pay will be allowed at the following rates:—

Officer (in charge)	5s. per diem
Officers (not in charge)	3s. per diem
Sergeant-major or sergeant (in charge)	2s. 6d. per diem
Non-commissioned officers or gunners	2d. per horam.

N.B.—In charge means responsible for the manner in which the work is done.

Bonus on re-engagement to complete 12 years, and grant of deferred pay.

18. After having served six years in this force, any member re-engaging, with the approval of the Commandant, for another six years shall receive a bonus of £2, and on completing the term of his re-engagement, in addition to his ordinary pay as above specified, shall receive deferred pay at the rate of sixpence per day for such term, and will be allowed to retain his good-conduct badges. Such deferred pay will be forfeited in cases of desertion or dismissal from the service for misconduct. For non-commissioned officers or men originally enlisted in South Australia the periods of service and re-engagement will be five years respectively, to enable them to benefit under this paragraph.

Good-conduct Badges.

Good conduct badges and pay.

19. A good-conduct badge shall be a distinction conferred on a soldier (below the rank of sergeant) as a token of good conduct, and will be marked by a chevron worn on the left arm below the elbow, for each badge gained in accordance with these regulations. To every good-conduct badge shall be attached good-conduct pay at the rate of twopence per diem.

Service for badges.

20. The following periods of total service shall be necessary to render a soldier eligible for good-conduct badges:—

After two years' service	1 badge
After four years' service	2 badges
After seven years' service	3 badges
After eleven years' service	4 badges

Non-commissioned officers and men enlisted in South Australia will become entitled to their fourth badge after nine years' service.

Conditions entitling to badges.

21. But in order to receive any of these badges he must be clear of any entries in the regimental defaulters' book for one whole year.

Forfeiture and restoration of badges.

22. One badge held by a soldier shall be forfeited for each entry in the regimental defaulters' book, and it shall not be restored to him until he has served for one year without entry in that book: Provided that if he has lost more than one badge he shall complete one year of good conduct from the date of losing the last badge before he shall be eligible to have one badge restored, and another year before the second shall be restored, and so on.

Soldier becoming entitled to good-conduct pay by reduction.

23. A soldier reduced from a higher rank to one of the ranks eligible for good-conduct badges shall be awarded at once the number of badges, less by one, to which he would have been entitled if he had always been in that rank, the forfeited badge to be restored to him after one year's service with good conduct.

Powers of general and district courts martial.

24. A general or district court-martial may order a soldier to forfeit all or any of his good-conduct badges.

29th of February not to be calculated.

25. In calculating a soldier's service the 29th of February is not to be reckoned.

Allowances.

26. The following shall be the allowances to married warrant officers, non-commissioned officers, and men on the establishment of the force:—

- (a.) In lieu of quarters ... { Quartermaster and pay-sergeant, 12s. per week.
Other ranks, 10s. per week.
To each married man, 1s. per diem.
- (b.) In lieu of rations ... { To each wife, 1s. per diem.
To each child under 14 years, 6d. per diem.
- (c.) Fuel ... 15cwt. of wood per month each.
- (d.) Light ... { Two gallons of oil and 4lbs. of candles per month each.

Light and fuel for barracks.

27. Light and fuel shall be supplied to the barracks as required for use therein.

Rations.

Rations in kind.

28. Every warrant officer, non-commissioned officer, and man shall, when quartered in barracks, be entitled to the following rations:—

- Meat (uncooked) ... 1½lbs. (not more than ½lb. bone) per diem.
- Bread ... 1½lbs. per diem.
- Potatoes ... 1lb. per diem.
- Tea ... 3oz. per week.
- Sugar ... 1lb. per week.
- Salt ... 3½ oz. per week.

Men mounting guards, other than barrack guards, will be served out with the following allowance of rations in lieu of the above:—

- Tea ... 1oz. per diem.
- Sugar ... 5oz. „
- Salt ... 1oz. „

Offences and Punishments.

Liability to punishment of members of Permanent Force.

29. The offences by committing which members of the Permanent Force render themselves liable to punishment, are those contained in the Army Act, the Queen's Regulations, the Defence Forces Act, 1893, and these Regulations, and the punishments for such offences are those laid down in the Army Act, the Defence Forces Act, 1893, the Queen's Regulations, and these Regulations.

Commanding officer responsible for making those under him cognisant of their liabilities.

30. The commanding officer is responsible that the same are enumerated and explained clearly to the officers, non-commissioned officers, and men of the corps under his command. Sections 4 to 44, inclusive, Army Act, 1881, shall be read to his command once every three months, and a certificate that this regulation has been complied with will be forwarded to the Military Office on 1st January, 1st April, 1st July, and 1st November.

Commandant conveying or confirming authority for District Court Martial and Regimental Court Martial.

31. The Commandant shall have the power to convene District and Regimental Courts Martial, and shall have the power to approve, confirm, mitigate, or remit any sentence of such courts.

Commandant may delegate powers to award summary punishment to commanding officers.

32. The powers given to commanding officers by the Queen's Regulations shall be exercised by the Commandant, who may, by publishing a general order to that effect, delegate to commanding officers such powers to award summary punishment as he may think fit, having due regard to the service and military experience of such officers, anything contained in the Queen's Regulations notwithstanding.

Commandant can remove or appoint warrant or non-commissioned officer.

33. Under the provisions of the last paragraph of section 9, "Defence Forces Act, 1893," the Commandant is the "proper authority" therein referred to for the removal or appointment of any warrant officer or non-commissioned officer.

Correspondence and Returns.

Communications—how to be forwarded.

34. All communications, whether original letters or minutes on previous correspondence, which are sent to the Military Office, are to be signed by commanding officers, and addressed to the "Staff Adjutant."

Highly important or confidential matters.

35. Communications, on highly important or confidential matters, will be addressed to the Commandant by commanding officers.

Letters—how to be written. Signing.

36. Official letters are to contain full information of all particulars upon the subject to which they relate, and are to be headed thus:—

[Here state subject.] From _____ [Here state rank, name, and corps.]

To _____ [Here state officer or head of department addressed.]

Station _____ Date _____

In all cases not otherwise specially regulated, each letter is to refer to one subject only, which is to be briefly indicated, for example—Discipline—Equipment—Transport—Route, &c., &c., and is to be written on foolscap paper with quarter margin. The paragraphs are to be numbered, and the enclosures (if any) described in the margin, or in a separate schedule. As a general rule, short communications may be written on a half sheet; but when the letter extends beyond one page, or is accompanied by enclosures, it should be written on a whole sheet. The transmission of unnecessary enclosures is to be avoided, and when additional papers are forwarded, all blank fly-leaves are to be removed from them. The rank and corps of officers are in all cases to be added after their signatures. Signatures impressed by a stamp are forbidden to be attached to letters and official documents forwarded to the Military Office. All officers whose duty it is to sign documents, will do so in their own handwriting. When a communication has any reference to previous correspondence from headquarters, the registered number, date, and purport of the former papers are to be quoted. The names of all foreign peoples, countries, and places will invariably be written in block letters, thus: BULGARIA.

Letter and memorandum form—when to be used.

37. The memorandum form will be used as much as possible, the letter form being reserved for very important matters, and for those which, in all probability, will have to be forwarded beyond the Military Office.

Minutes, &c.

38. Unless otherwise directed or indicated, all replies, remarks, or queries arising out of an original letter or memorandum are to be made in the form of minutes. The first minute is to follow on the page where the original letter or memorandum ends, and the person who affixes it will mark the original letter or subject matter No. 1, and his own minute thereon No. 2 (in red ink when possible). Each succeeding minute is to follow immediately that which by date precedes it, and will in like manner be numbered in sequence. A fresh half-sheet is to be added, when required, for the commencement or continuation of a minute, and on no account is such commencement or continuation to be made on vacant spaces under previous minutes, or in the margin.

Channel of correspondence.

39. Officers commanding units may address one another direct on subjects which are purely internal, and only affect their respective commands. All communications intended for the Minister of Defence, or referring to matters external to their command, are to be forwarded through the Military Office.

Strength and Location of Force.*Strength of Permanent Artillery Force for Albany.*

40. By the provisions of Sections 6 and 7, "Defence Forces Act, 1893," the Permanent Artillery Force about to be engaged and enrolled for service by this Colony of Western Australia shall not exceed the strength of thirty, all ranks included, and shall be maintained as near that strength as possibly may be, and further shall be established in and for the place of Albany.

Anything unprovided for by these regulations to be settled by reference to Queen's Regulations.

41. Anything appertaining to the management or discipline of the Permanent Force, not provided for by these Regulations, shall be decided by the ruling of the Queen's Regulations and the custom of Military Service in like cases; but where the pay or service of any member of the Permanent Force may be affected, reference shall be made to the Commandant, whose decision shall be final.

Authority of Governor not affected by these regulations.

42. Nothing in these Regulations shall in any way interfere with the authority of His Excellency the Governor as Commander-in-Chief to issue, as he may think fit, any order in accordance with law, to the Permanent Force of the Colony, or in respect of any matter relative thereto, or to approve or otherwise decide upon any regulations, or otherwise.