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TO THE
VICTORIA
GOVERNMENT GAZETTE

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WEDNESDAY, MARCH 29.

[1893.

Defences and Discipline Act 1890.

VICTORIAN PERMANENT NAVAL FORCES.

REVISED REGULATIONS.

*At the Executive Council Chamber, Melbourne, the
20th day of March, 1893.*

PRESENT:

His Excellency the Administrator of the Government.

Mr. Patterson	Mr. Richardson
Sir Bryan O'Loughlen	Mr. Baker
Mr. McIntyre	Mr. Cooke
Mr. Reid	Mr. Abbott.
Mr. McColl	

WHEREAS by Part I. of the *Defences and Discipline Act 1890* it is provided that the Governor in Council may make Rules and Regulations for the employment, removal, or dismissal, and for the better government of persons engaged by virtue of the said Part of the said Act, and for enforcing good order and discipline among them, and otherwise carrying out the said Part of the said Act, and from time to time annul, alter, or amend the same, and substitute others in lieu thereof: And whereas the Governor in Council has from time to time, in pursuance of the said provision, made certain Rules and Regulations for the said purposes: And whereas it is expedient to amend the same, and to make further Regulations.

Now therefore His Excellency the Administrator of the Government of Victoria, with the advice of the Executive Council thereof, doth by this present Order make the following Rules and Regulations, and doth direct that they shall apply to all persons who have been heretofore, or may be hereafter appointed to, or who are now or may be hereafter engaged in or employed in, the Victorian Permanent Naval Forces and the Victorian Naval Brigade, and that they shall take effect from the first day of April, 1893, and doth hereby annul all Rules and Regulations (save and except Financial and Store Regulations) relating to the Permanent Naval Forces or to the Naval Brigade, or to both of the said forces made heretofore by the Governor in Council, under the authority of the *Defences and Discipline Act 1890*, from the first day of April 1893, save as to anything done, offences committed, penalties or punishments incurred, or proceedings instituted.

DEFINITIONS.

1. The term "Commandant," as used in the following Regulations, shall mean the Naval Commandant.
2. The term "Commander" shall mean the officer for the time being next in command to the Naval Commandant and carrying out the executive duties of the Permanent Naval Forces.
3. The term "Commanding Officer": the senior executive officer for the time being on board any vessel or on shore.
4. The term "Executive Officer": the officer next in command to the commanding officer carrying on the executive duties of the ship.
5. The term "Gunnery Officer": the Lieutenant or other officer in charge of gunnery duties.
6. The term "Torpedo Officer": the Lieutenant or other officer in charge of torpedo duties.
7. "Navigating Officer": the officer in charge of navigating duties.
8. "Medical Officer": the Staff Surgeon or Surgeon in charge of the medical duties.
9. The term "Accountant Officer": the Paymaster, Assistant Paymaster, or other officer in charge of the pay and victualling duties.
10. The term "Engineer": the Fleet or other Engineer Officer in charge of the machinery and boilers of the Squadron.
11. The term "Officer" shall include commissioned, warrant, and subordinate officers, but shall not extend to petty and non-commissioned officers, except when the words "superior officer" is used.
12. "Warrant Officers" shall include chief gunners, chief boatswains, chief carpenters, and 1st and 2nd class gunners, boatswains, and carpenters.
13. "Seamen Class" shall mean any petty officer, seaman, or others serving in the Victorian Naval Forces. (See Table of Precedence, Ship's Company.)
14. The term "Naval Forces" shall mean the Victorian Permanent Naval Forces and the Victorian Naval Brigade.
15. The term "Brigade" shall mean the Victorian Naval Brigade.
16. The term "Ship" shall mean any vessel belonging or attached to the Victorian Navy.
17. The term "General Orders" shall mean any orders issued under the authority of the Commandant.
18. "Act" shall mean the *Defences and Discipline Act* 1890 and Acts amending the same.

Part I.—Naval Forces.

SECTION I.—CONSTITUTION AND GOVERNMENT.

1. The Naval Forces in the service of H.M. Government in Victoria, subject to such rules and regulations as are now or may be from time to time made by the Governor in Council, shall be placed under command of the Naval Commandant.
2. The Naval Commandant shall be responsible for the discipline of the Naval Forces, and for the constant preparation of the vessels and torpedo boats for active service, and in case of attack for the immediate and advantageous disposal of the forces under his command.
3. It shall be the duty of the Naval Commandant to ascertain the skill, capacity, and intelligence of the several officers under his command, in order that he may make the fittest selection for any particular service. He will also be responsible that all drills and exercises are carried out under properly qualified officers.
4. It shall be the duty of the Naval Commandant to inform himself of the different channels at Port Phillip Heads, and of every particular which may increase the power of successfully defending the port, and to furnish reports to the Minister of Defence on all such matters whenever required so to do.
5. He will be responsible that proper care is taken to preserve the hulls, decks, fittings, steam machinery, and boilers of all vessels and torpedo boats, as well as all equipment pertaining to the same.

6. The Naval Commandant and the other Officers regularly employed shall faithfully and diligently employ the whole of their time in the service of the Government, and they shall in all things obey the orders and directions of the Government.

7. All orders and directions of the Government with respect to the administration of the Forces shall be communicated to the Naval Commandant by the Minister of Defence, or through the Secretary of Defence, and the Commandant will issue the necessary orders to give effect to the same. All communications intended for the Minister of Defence shall be addressed to and forwarded through the Secretary as the channel of communication with the Minister of Defence.

8. If the Naval Commandant or any Officer under his command at any time neglect or refuse to carry out and give full and complete effect to the preceding Regulations, or if the Naval Commandant or any Officer under his command from any cause become or be unable to perform his duties under his engagement, the Minister of Defence may, if he think fit, recommend to the Governor in Council that the said Naval Commandant or such Officer (as the case may be) be suspended or removed, and he may thereupon be removed by the Governor in Council.

9. Every person is required (unless appointed under Section 14), before he becomes subject to the provisions of the *Defences and Discipline Act 1890* and the Acts amending the same, and the regulations made in pursuance thereof, to take and subscribe, before some Justice of the Peace or a Commissioned Officer in command of any ship, the oath prescribed by the *Defences and Discipline Act 1890*.

10. All oaths administered and subscribed in accordance with the provisions of the *Defences and Discipline Act 1890* shall be transmitted by the justice or Officer (as the case may be) before whom the same were taken to the Commandant.

Part II.—Permanent Naval Forces.

SECTION I.—CONSTITUTION.

1. The Permanent Naval Forces shall comprise such commissioned, warrant, and petty officers, men, boys, and naval apprentices, as may from time to time be duly engaged, sworn in, appointed to, and regularly employed therein, under the provisions of the *Defences and Discipline Act 1890* and the Acts amending the same.

SECTION II.—ENTRIES, COMMISSIONS, AND PROMOTIONS OF OFFICERS.

1. The Council of Defence may, on the nomination of the Commandant, and subject to the following qualifications and conditions herein provided, recommend to the Governor in Council suitable candidates for appointment to the Permanent Naval Force.

All candidates must pass the requisite medical examination.

For the rank of Sub-Lieutenant.

2. Candidates for appointment as Sub-Lieutenant must be under 30 years of age, have not less than four years' sea time, and must hold one of the following commissions or certificates, and produce satisfactory testimonials of previous service:—

- (a) Commission of Lieutenant or Sub-Lieutenant in Royal Navy.
- (b) Commission of Lieutenant or Sub-Lieutenant in Royal Naval Reserve.
- (c) Commission of Lieutenant or Sub-Lieutenant in Victorian Naval Forces.
- (d) Master's Certificate, or 1st Mate's Certificate of Mercantile Marine. Preference will be given to qualified candidates from the Naval Brigade.

3. Sub-Lieutenants will be entered on probation for one year, during which time they must pass the necessary examinations in Gunnery and Torpedo work, and in local Navigation and Pilotage. On passing these examinations their commissions will be confirmed.

4. Officers entered prior to 1st January, 1893, who do not hold certificates under clause (a) or (b), or a Master's Certificate in the Mercantile Marine, will be required to pass the examination in seamanship as hereinafter provided before being eligible for promotion to the rank of Lieutenant.

5. Officers failing to pass the foregoing examinations will not have their commissions confirmed. The term of probation may, however, on the recommendation of the Commandant, be extended for a further period, not exceeding six months, but any such extension of time will entail a corresponding loss of seniority in the Force. Should they then fail to pass, their commissions will be cancelled.

6. Officers appointed from the Naval Brigade to vacancies for Sub-Lieutenants in the Permanent Force, and who have already passed the necessary examinations for confirmation of their rank in the Naval Brigade, will only be required to pass a re-qualifying examination in Gunnery and Torpedo work.

7. Officers appointed from the Naval Brigade will take their seniority in the Permanent Force from the date of their appointment to the Permanent Force.

8. Officers on probation shall not take command of any vessel or Torpedo boat, except under special circumstances, and with the approval of the Commandant.

For the rank of Lieutenant.

9. Promotion to fill vacancies in the rank of Lieutenant shall be made on the nomination of the Commandant from such Sub-Lieutenants as have qualified by passing the necessary examination for Lieutenant, but Sub-Lieutenants shall not be eligible for promotion to Lieutenant unless they have completed one year's service from the date of confirmation.

10. Lieutenants and Sub-Lieutenants will be required to re-qualify in Torpedo and Gunnery every three years.

11. Officers passing through the long course for Gunnery Lieutenants in H.M.S. *Excellent* and *Vernon* will have (G.) before their names in the Victorian Navy List. Officers passing through the long course for Torpedo Lieutenants in H.M.S. *Vernon* and *Excellent* will have (T.) before their names in the Victorian Navy List.

For the rank of Engineer.

12. Candidates for the rank of Engineer must hold a 1st class certificate of competency from the Board of Trade, and produce satisfactory testimonials of previous service, and must be between the ages of 25 and 35 years.

Warrant Officers.

13. Men selected for promotion to the rank of Warrant Officer will be required to pass the examination laid down for that rank.

14. Gunners will be selected by the Commandant from Petty Officers and Chief Petty Officers who are qualified as Instructors.

15. Boatswains and Carpenters will be selected by the Commandant from the most suitable men who may be qualified for appointment as such.

Examinations.

16. All examinations of Officers or Warrant Officers will be conducted by a Board, composed of not less than three officers who shall be deputed for such duty by the Commandant; provided that in all Torpedo and Gunnery examinations, the Torpedo and Gunnery Officers respectively shall be members of the Examining Board.

SECTION III.—ENTRY AND PROMOTION OF SEAMEN AND BOYS.

Swearing in.

1. Every person engaged shall take and subscribe before the Naval Commandant, a Justice of the Peace, or before any officer in command of any ship, the oath in the Second Schedule of the *Defences and Discipline Act 1890*.

Standard Height.

2. The standard height for men shall be 5ft. 6in., and the chest measurement 37 inches. Exceptions to the standard height and chest measurement may be allowed with the approval of the Naval Commandant. Boys, 15 years of age; height, 4ft. 11in.; chest measurement, 29 inches.

3. All candidates must pass a medical examination.

Boys.

4. Boys may be engaged between the ages of 15 and 17, at 2s. per diem, and if found qualified at the age of 19 to perform the duties of Training Seamen may be rated as such. Boys not so qualified shall be discharged.

5. Boys will be sworn in for one year.

Training Seamen.

6. Able Seamen between the ages of 20 and 25 years may be engaged as Training Seamen on probation for six months, at 3s. 6d. per diem, and if found suitable in character and ability they may, at the expiration of this term, be re-engaged and sworn in to complete five years from date of joining.

7. Training Seamen who have served their probationary term may, at or before the completion of their five years' engagement, if found competent, be rated or re-engaged as Able Seamen, and sworn in for a further term of five years. Able Seamen under the age of 30 years who have previously served in the Royal Navy or in some Colonial Naval Force, and who hold an Able Seaman's Certificate, may be enrolled as Training Seamen, provided that they produce certificates of good character and ability. Men who have served in the Naval Brigade will have the preference.

Able Seamen.

8. Able Seamen to fill the vacancies for such may be selected, as directed by the Naval Commandant, until the Training Seamen are duly qualified for that rating, provided they possess the necessary gunnery qualifications, and there are no Training Seamen qualified for the rating. Able Seamen shall not be engaged when over the age of 35 years.

9. In selecting candidates for the rating of seaman gunner torpedo-man, preference will be given to men holding the rating of qualified or leading signalmen, but no man is to hold the ratings of signalman and S.G.T. at the same time.

10. All officers, petty officers, seamen, and others, except Imperial officers, specially engaged cooks, stewards, boys, and naval apprentices, shall be sworn in for a period of five years.

Petty Officers and Leading Seamen.

11. Leading Seamen are to be rated from qualified Able Seamen holding the rate of Seaman Gunner Torpedo-man; and Seaman Petty Officers from Leading Seamen; and Chief Petty Officers from Petty Officers.

12. The Commandant will be responsible that the best and fittest men are selected, and due consideration is to be given to the senior man qualified.

13. No Seaman below the rank of 1st Class Petty Officer shall be re-engaged above the age of 40 years.

14. Petty Officers shall not be re-engaged above the age of 45 years.

Instructors.

15. Gunnery and Torpedo Instructors must hold a rate not lower than Leading Seaman, and will be selected by the Commandant from those who have passed the necessary examination.

In making selection for this important rate, individual qualifications, such as tact, temper, and ability to command others, will be taken into consideration.

Stokers, Leading Stokers, and Chief Leading Stokers.

16. Stokers between the ages of 19 and 30 years may be engaged on probation for 6 months, and if found suitable in character and ability they may, at the expiration of this time, be re-engaged and sworn in to complete five years from date of joining.

17. Promotion to the rates of leading stoker and chief leading stoker will be made by the Commandant on the recommendation of the fleet engineer.

18. No stoker shall be re-engaged above the age of 45 years, and no leading or chief leading stoker above the age of 50 years.

Engine-room Artificers.

19. Candidates for engine-room artificers must hold certificates showing they have served for five years in an engine factory on the making and repairing of marine engines, or have served one year as a driver, holding a driver's certificate, or have served five years in a boiler-maker's shop.

They must be between the ages of 22 and 30, and produce satisfactory testimonials of previous service.

20. They will be engaged as acting artificers for six months, at the expiration of which period they will be required to pass an examination approved by the Commandant, and, if successful, will be confirmed as engine-room artificers, and sworn in for a period of five years.

21. No engine-room artificer shall be re-engaged above the age of 50 years.

Concealment of Disease and producing False Papers.

22. Any member who is discovered to have been, at the time of engagement, suffering from disease, or to have sustained injury which incapacitates him, and who has concealed such disease or injury, or who is discovered to have made any false representations, or to have produced any false papers on the occasion of engagement, shall be summarily dismissed, and will be liable to forfeit all claim to pay or other advantages of the service.

SECTION IV.—RETIREMENTS AND RESIGNATIONS.

Officers.

- | | | |
|----|---|----|
| 1. | Lieutenants shall retire at the age of 45 | |
| | Commanders | 50 |
| | Engineers | 50 |
| | Warrant officers | 50 |

But the Governor in Council may, nevertheless, on the recommendation of the Commandant, require any officer who would otherwise so retire, notwithstanding his age, to continue to perform his duty.

2. Any officer applying may, on the recommendation of the Commandant, be placed on the Unattached List. Officers on the Unattached List shall not, unless special authority is given, receive any pay. The services of unattached officers are at all times to be at the disposal of the Commandant. Unattached officers other than those on Staff employ are not to perform any duty unless ordered to do so by the Commandant.

3. The Governor in Council may, on the recommendation of the Commandant, cancel the resignation of any officer who has been employed in the Forces since the coming into operation of *The Discipline Act 1870* (now incorporated in the *Defences and Discipline Act 1890*), and may place him on the Unattached List or on the Retired List.

4. Officers not under the rank of Lieutenant, after ten years' commissioned service in the Naval Forces, may be allowed to retire, with permission to retain their rank and wear their uniform.

Stokers.

5. Stokers shall be retired at the age of 45 years, and Leading Stokers and Chief Leading Stokers at the age of 50 years.

Engine-room Artificers.

6. Engine-room Artificers shall be retired at the age of 50 years.

SECTION V.—DISCHARGES AND DISMISSALS.

1. Petty officers, seamen, and others below the rank of warrant officer, shall be permitted, subject to the approval of the Naval Commandant, to purchase their discharge on the following terms:—

- (a) With less than three years' service ... £10
 (b) Over three and under four years ... £5
 (c) Over four years Nil

2. The Commandant may summarily discharge any petty officer, or others below the rank of petty officer, for unfitness, or he may summarily dismiss the same for negligence or misconduct, independently of any other punishment to which he may by law be subject.

3. All dismissals are to be notified in the *Government Gazette*.

4. Any man dismissed from the service shall forfeit to the Government the amount he would have to pay if purchasing his discharge on the day the offence was committed; but the Commandant shall have power, if he sees fit, to remit a portion of the same.

SECTION VI.—INTERIOR ECONOMY.

1. The Commandant may summarily reduce in rank any petty officer for misconduct.

2. The Naval Commandant shall have power to enforce fines and other minor punishment according to the following scale:

Offence.	Punishment.
Drunkenness ...	Fine not exceeding 20s.
Disrespect ...	Fine not exceeding 20s.
Neglect of Duty ...	Fine not exceeding 10s.
A. } Breaking leave ...	Fine of 5s. for every 12 hours over leave, not to exceed 20s. and stoppage of pay when absent over 12 hours.

NOTE.—Leave to be considered a privilege, to be withheld or granted as circumstances may admit, and may be withheld, for a period not exceeding 42 days, for breaking leave or other offences against discipline.

B. Inattention at drill ... Extra drill, not to exceed 2 hours a day, for 7 days.

Caning (with clothes on) for the above or any serious offence (for boys only) not to exceed 12 cuts.

NOTE.—The Naval Commandant may give a written authority to any commanding or executive officer to inflict the following punishment:—

For A: Fine, not to exceed 5s.; stoppage of leave, not to exceed 14 days.
 B: For the whole period.

Petty Officers.

3. Petty officers are to be granted every reasonable indulgence, and treated with consideration. Being placed in situations of trust, they are to be made to feel that confidence is reposed in them.

Change of Residence.

4. Every officer and man shall give immediate notice to his commanding officer of any change of residence, or of the place to which letters and notices are to be addressed.

Instruction of Men and Boys.

5. Quarterly returns of drills and inspections shall be sent to the Gunnery Officer from each ship and from the officer instructing the torpedo class.

6. Boys are to be under instruction, either in seamanship, gunnery, or torpedo work, at least two hours every day, excepting Saturdays and Sundays.

7. Training classes in gunnery and torpedo for the various grades will be held in accordance with such general orders as may from time to time be issued by the Commandant.

Leave of Absence.

8. The Naval Commandant may, at such times as deemed convenient, grant to any person regularly employed leave of absence for any period or periods not exceeding in the whole three weeks in each year.

9. In cases of illness or other pressing necessity, the Minister may, on the recommendation of the Commandant, grant to any person such leave of absence for such time and on the same terms as may be fixed for public officers by any Acts or regulations in force for the time being in the public service.

Absence through Illness.

10. Any person remaining on shore without leave, owing to illness, is without delay to send notice to his commanding officer, who will send the sick-bay man to inquire into his case. Persons failing to comply with these Regulations will be liable to the penalties for leave-breaking.

Illness from Indiscretion or Misconduct.

11. All persons serving in the Permanent Naval Forces, when under medical treatment for disease resulting from their own indiscretion or misconduct, shall be mulcted of one-half of their daily pay during the time they are off duty; and the medical officer shall furnish a certificate to the commanding officer of such persons who are under treatment from the effect—in his opinion—of such indiscretion or misconduct; and such certificate shall be the authority for the commanding officer for placing such persons under stoppage.

Desertion.

12. If any person belonging to the Permanent Naval Forces shall absent himself without leave, he shall be checked in the books the day following his absence; and at the expiration of seven days, if he have not returned, shall be deemed to have deserted, and shall be liable to the penalties for desertion.

SECTION VII.—DUTIES OF OFFICERS.

Navigation.

1. All officers are thoroughly to acquaint themselves with the general navigation of the coast of Victoria, and particularly with the local navigation of the Port, so as to be able to navigate a vessel from place to place within the Heads, or to any port on the Victorian coast, and any executive, commissioned, or warrant officer is liable to be called upon to perform the duties of navigation and pilotage for the ships or squadron, either in the bay or along the Victorian coast.

2. The senior officer is responsible for the safe conduct of the squadron, ships, or ship present with him, and acting in concert under his orders; the senior officers in charge of divisions or columns being responsible for the ships under their immediate orders.

3. The commanding officer is responsible for the safe conduct and steering of his ship.

4. The officer ordered to undertake the navigating duties is, under the direction of the commanding officer, to have charge of the navigation of the ship; and, whenever the ship is approaching the land or any shoals, the commanding officer is to take care that a good look-out is kept upon deck, and that soundings are carefully taken and continued until the safety of the ship's position be clearly ascertained and secured.

5. The commanding officer is to take care that the speed of the ship be reduced, where there is a possibility of doubt, to such a speed as shall insure the leadsman getting correct soundings at every cast.

6. If it shall appear that the ship has been run on shore, or brought into danger of being run on shore, or wrecked, and that there has been any want of due care and precaution, or that the foregoing orders have been disobeyed, the commanding officer will be held responsible for neglect of duty.

Report of Touching Ground.

7. In the event of the ship touching the ground, the commanding officer and officer for navigating duties are, by the first opportunity, to transmit a joint statement, through the Naval Commandant, for the information of the Minister of Defence, of every particular relating thereto, giving the rate at which she was going over the ground at the time she struck, the exact time she remained on shore, the nature of the bottom, the means taken to get her off, the injury they suppose she has received, the direction and force of the wind, the state of the weather, sea, and tide, the ship's draught forward and aft, and the least depth of water under the stern, under the bows, and amidships, at

any time while she remained on shore. This statement is to be accompanied by a copy of the log, a track chart, commencing from the date the ship last left Port, and, if possible, by a clear and comprehensive plan of the place where the accident occurred.

Chronometer Journal.

8. A chronometer journal, in the form supplied with the instruments, is to be kept by the officer in charge of the navigating duties. He will note in it the rate and error of each chronometer, when determined.

Daily Observations.

9. Each Lieutenant and Sub-Lieutenant, whether confirmed or acting, is daily, when at sea, to take sights to determine the latitude by meridian altitude, and the longitude by chronometer. They are to be worked out and delivered to the commanding officer shortly after noon.

10. Night observations, to ascertain the latitude by observations of the moon, planets, or stars, are to be taken by these officers when on watch, and when it does not interfere with other duties, and the results are to be noted on the deck log.

11. The officer of the watch is in no case to go below to work them out, unless properly relieved.

Compasses.

12. The commanding officer and other officers of the ship are to keep a constant watch over the deviation of the compasses, caused by the attraction of the iron used in the construction of, or fittings in, the ship, and they are to make themselves thoroughly acquainted with, and be guided by, the practical rules relating thereto, supplied in every chart-box.

13. All ships are to be swung at least once in each year, and azimuth and amplitude observations are also to be taken at sea for the same purpose.

14. The commanding officer is responsible for all charts, barometers, chronometers, and all instruments that may be supplied for navigating the ship, and he is to see that the chronometers are wound up daily at 8 a.m.

15. The officer of the forenoon watch—or, where there is no officer, the Quartermaster—is not to relieve the deck until he has ascertained that the chronometers have been wound up.

Collisions.

16. Regulations to avoid collisions, as issued by the Board of Trade, are to be observed in the Victorian Naval Forces.

17. In the event of collision, the commanding officer will, in addition to his special report, forward through the Naval Commandant a special report to the Minister of Defence, in which he will deal specially with the following points:—

- Time of collision.
- Place of collision.
- Force and direction of the wind.
- State of weather.
- State and force of the tide.
- Course and speed of the ship.
- Time when other vessel was first seen.
- Lights (if any) carried in the ship.
- Lights (if any) of the other vessel when first seen.
- Distance and bearing of the other vessel when first seen.
- Whether any lights of the other vessel, other than those first seen, came into view before the collision.
- What measures were taken, and when, to avoid the collision, and after collision to place collision mat.
- The parts of each vessel which first came into contact.

18. Whenever any ship of the Victorian Navy is under way, all watertight doors not in use are to be closed, also in harbor after evening quarters, and everything is to be ready for steam being raised at any time during the night, if it is not already up.

Commander.

19. In addition to the regulations hereinafter laid down for commanding officers, the Commander will be responsible for the general routine and cleanliness of the squadron and depôt, and that the general, fire, and other regulations are observed.

20. He will visit each ship and carefully inspect her at least once in each week, or oftener, noting anything he may detect which requires alteration for the information of the Commandant.

21. He is to detail all men required for drills, and, with the assistance of the gunnery and torpedo officers, is carefully to observe each officer and man under his command, with a view to recommending them to the Naval Commandant for advancement or otherwise.

22. He is immediately to check any irregularities he may observe committed by the officers or men under him, and, if necessary, report the same to the Commandant.

Commanding Officer.

23. The commanding officer is responsible for the safety of his vessel, and in the event of bad weather he is to take such precautions as he may consider advisable to ensure such safety. He will have the anchors clear, and ready to let go; the fires laid, and steam raised if necessary.

24. In foggy weather, or should a collision be probable, he is to see that all water-tight doors are closed, that collision mats are ready for placing in position, that the boats are clear for lowering, and that a proper look-out is kept.

25. He is to thoroughly acquaint himself with the construction of his vessel, the number of compartments, and the pumping and flooding arrangements.

26. He will observe, and cause to be observed, the precautions against fire as laid down on the fire station for the Victorian Navy.

27. He is to be careful that lights are only allowed in the officers' mess places and cabins, in accordance with the General Order.

28. On no account or pretence whatsoever are spirituous liquors, varnishes, or other inflammable stores of any kind or description to be drawn off or removed from any cask, vessel, or package anywhere but on the upper deck, by daylight.

29. No cotton waste, saturated with oil or grease, is to be allowed to accumulate. All oil and tallow are to be stored in the iron tanks supplied for the purpose. Cans or jars of oil or turpentine are never to be stowed in a warm place. A can or jar is liable to burst, or the cork to be forced out by the expansion of the oil or turpentine arising from the increase of the temperature.

30. The paint-room is to be carefully inspected, and leaky vessels are at once to be replaced by sound ones, and the place kept properly clean and ventilated.

31. At evening quarters, the responsible engineer, painter, or other persons are to ascertain that all the taps of oil or other inflammable fluids in daily use are properly turned off, and that there is no leakage.

32. Coal bunkers are to be frequently ventilated, and always before men are sent to work in them, and the coals kept free from wet.

33. He will use his best endeavours to ensure cleanliness, dryness, and good ventilation, and will frequently examine the state of the holds in the lower parts of the ship; and, when not perfectly clean and free from obnoxious smells, he will cause a thorough examination to be made, to detect or remove whatever may be likely to engender disease.

34. He is to see that the men are properly clothed in the established uniform, that they are generally cleanly in their persons and dress, and that they are never suffered to remain in wet clothes, or sleep in wet bedding, when it can possibly be avoided.

35. He is to see that his ship is at all times prepared for immediate action, and that the officers and men on board, no matter whether reduced in numbers by leave being given or other circumstances, are stationed at the guns, and that all arrangements are made for the rapid supply of ammunition from the magazine and shell-rooms; and every evening, when a portion of the crew have gone on leave, hoses are to be screwed on, and pumps rigged, and the watch on board told off for their station, in case of fire.

36. He will see that the routine of drills is properly carried out, and use his utmost endeavours to encourage the officers and men under his command to become thoroughly acquainted with their various duties.

Lieutenants.

37. Lieutenants of divisions are responsible for the cleanliness of the bedding and clothes of the men in their division, and will inspect them periodically, if necessary. They are to insure their men being always tidily dressed in their proper uniform, according to the regulations.

38. They are to bring to the Commander's notice any men who, from their own personal observation, they may consider specially entitled to advancement, or who they may consider unworthy of the same.

39. In addition to any special duties they may be detailed for, they will assist in carrying out the general work of the service to the best of their ability, and there is always to be one on board the superior officer's ship.

Officer of the Watch.

40. The officer of the watch is responsible for the safety of the ship, subject, however, to any special orders he may have received from his commanding officer. He will on every occasion before taking charge of a watch, when the ship is in squadron, see that she is in her station; if out of station, he will not take charge until the commanding officer has been informed, and his order received to take charge. In every such case, the bearings and distance of the next ahead, and of the flag, are to be noted in the log-book.

41. He will at all times, when at sea, as far as practicable, keep himself informed of the position of the ship, especially when approaching land or in pilot water; whether land or lights are in sight, and, if not, whether any are likely to be seen; and on all other particulars which may be of use in keeping the ship out of danger. If approaching land or pilot water, he is to see that the leadmen are in the chains, and that the anchors and cables are clear.

42. After taking charge of the watch, he is to be constantly on deck until properly relieved; he is to see that the watch are alert and attentive to their duties; that every necessary precaution is taken to prevent accident from squalls; that when approaching land or pilot water, casts of the lead, whether hand or deep sea, are obtained with sufficient frequency; and that the ship is as perfectly prepared for battle as circumstances admit. He is to be careful that the ship is properly steered, and that a correct account of the way, by the log being duly hove, and the distance made good, and the leeway, are noted in the deck-log, together with every other occurrence worthy of notice, and all accidents occasioning loss of stores.

43. He is, at the end of the watch, to sign the deck log-book properly filled up, and the signals made (if kept separately), with his initials; and when the occurrences of the day have been entered in the ship's log-book, he will in the same manner place his initials at the end of each watch, in proof that the entries are correct.

44. He is to see that the officers and men under his orders are constantly at their posts, and attentive to their duties. He will, when he takes charge at night, and at any other time he may think necessary, muster the watch and the life-boat's crew, and he will satisfy himself that the life-boat is ready for lowering, and that a compass, lantern, signal lights, water and bread, and rifle are in it.

45. He is to be extremely careful to keep station when in company with other ships; he will report at once to the commanding officer if unable to do so.

46. He will take care that a good look-out is kept for all signals, whether general or to the ship; that none are answered until made out and understood; that during the night the flashing apparatus, lanterns, and everything else necessary for making signals, are in good order and ready for instant use; that the signal guns are loaded; and that, at sea, none but the authorized lights of the ship are visible, so as to prevent possible mistakes when night signals are being made.

47. He is never to change the course without directions from the commanding officer, unless to avoid immediate danger.

48. He will see that an officer or petty officer goes the rounds below every hour, and that no unauthorized smoking or other irregularities take place between decks. He will see that the helmsman thoroughly understands his duties, and he will carefully observe the rule of the road at sea to prevent collision. He will cause the well to be sounded at least every two hours.

Torpedo Officer.

49. The torpedo officer is to take care that a uniform system of drill, as directed by the Naval Commandant, is strictly carried out, and that the maintenance and proper order of the stores supplied for Torpedo service as well as of the torpedoes themselves are strictly adhered to, and that the officers and men having special duties in connexion with torpedoes are thoroughly conversant with those duties.

50. He is to superintend all drills and instructions connected with Torpedo work, and is to use his utmost endeavours to make the officers and men placed under his instruction thoroughly efficient.

51. He is to furnish a report at the commencement of each quarter as to the general efficiency of everything connected with his department for the immediate defence of the port.

52. He will be responsible for the proper state of the Torpedo depôt, and that Torpedo boats and gear connected with them are kept in an efficient state and always ready for service. Also that the Torpedo Manual for the Naval Forces is kept corrected and up to date.

53. He is responsible that all gear, circuits, lightning conductors, batteries, and gun-cotton charges are tested, as laid down in the Torpedo Manual for the Naval Forces.

54. He is responsible for the electrical efficiency of everything in the fleet.

55. He is, in conjunction with the Engineer officer, also responsible for the electrical efficiency of the dynamos.

56. Torpedo tubes are to be examined yearly; slipways, cradles, and traversing gear are to be examined quarterly.

Special Torpedo Duties to be carried out by other Officers.

57. The circuit from the dynamo to the projector, as well as the projector and lamp, is placed under the junior Gunner in each vessel, and the dynamo under the Engineer officer. The signalmen are to be specially instructed in the working of the lights, and to clean the projectors and lamps.

58. The junior Gunner in each vessel is responsible that the electrical circuits are in good order.

59. Gun circuits are to be tested (by firing a tube) once a week and immediately before use; other circuits once a month, and the result of such tests shall be logged on all occasions. Minor defects are to be made good at once, and all others are to be reported to the Torpedo Lieutenant as soon as possible.

Gunnery Officer.

60. The gunnery officer will, under the Commandant, have charge of the gunnery instruction of the officers and men.

61. He is to take care that the guns and their carriages, slides, and other fittings, are kept clean and in a state of efficiency, and he is to make himself acquainted with the condition of the small arms.

62. He is directly responsible to the Commandant—

- (1) That all arrangements connected with the fighting of the guns are in a highly satisfactory condition, paying particular attention to the supply of ammunition and spare stores which may be required in action.
- (2) That the magazines and shell rooms are properly stowed and kept clean and dry, and that the ventilating and flooding arrangements are effective, and are tested during the first week in each quarter.
- (3) That all gunnery books in the Naval Forces are kept corrected in accordance with the drill laid down.

- (4) That, both previous to, and after any description of target practice, all necessary precautions are taken to ensure no accidents occurring.
- (5) That the mobilization sheet for the Naval Forces is kept complete, and that all gunnery logs and returns are forwarded correct.
- (6) That all drills are carried out when practicable in accordance with such standing orders as may from time to time be issued by the Commandant.
- (7) That all ammunition in charge of the Naval Forces is periodically examined in accordance with the regulations.
- (8) For all work done by the Armourer and his mate.

63. He will visit each Naval Brigade drill-room on shore once a week, and will report if all drills carried out there are not in accordance with those laid down in the drill books.

64. He will submit the half-yearly Gunnery Report to the Commandant for his approval during the first week in each half-year.

Instructions to Officers in Command of Ships carrying out Gunnery Practice.

65. Before commencing practice every precaution is to be taken to see the range clear, and that guns and mountings are in proper working order, particular attention being paid to compressors, recoil presses, and breechings.

66. If firing from ship at anchor, the target is to be carefully laid out by some competent person, by a sextant, by the Masthead Angle Method. A few shots will then be fired at it from a M.H. rifle or machine gun to ascertain for certain that the range is correct, it being most important that no heavy gun practice should take place until the distance of the target has been discovered.

67. If firing from a ship under way, the range must be ascertained either by M.H. rifle or machine gun fire. The following distances at which practice should take place are given as a guide:—

10" M.L., 6" and 8" B.L. guns, 1,600 to 2,200 yards.

64-pr. M.L.R. guns, 1,000 to 1,500 yards.

6-pr. Q.F. and 1" Nordenfolt M.G., 800 to 1,500 yards.

Tube cannon practice, 300 to 500 yards.

Morris' tube practice from machine guns, 100 to 150 yards.

68. As target practice from heavy guns is very costly and is not intended for untrained men or boys, officers are to be careful that every man has been thoroughly instructed in aiming drill and the use of sights previous to his taking No. 1 at a gun.

69. Tube cannon practice is intended as a preliminary to heavy gun practice, and being an inexpensive method of teaching, every seaman should fire at least twenty rounds before firing a heavy gun.

Duties of Navigating Officer.

70. He is to have the exclusive charge of all compasses and be responsible for their proper adjustment, and that a proper deviation card for the standard compass of all ships be kept in their respective vessels for the use of the officers navigating them.

71. The ships of the squadron must be swung at least once in every twelve months to ascertain that the deviation has not altered; a record of such adjustment being entered in the log.

72. If requisite to alter the adjusting magnets, a record of how and when altered must be entered in the compass journal.

73. He is to ascertain that the officers of the respective ships observe a variation of the compass by azimuth at least once a day; a record of such to be entered in the time azimuth book in the established form; also the difference between standard and steering compass when such azimuth is taken.

74. He is to be responsible for all chronometers, and keep a journal; he will enter in it the rate and error of each chronometer when determined.

75. He is to see that the compasses, the spare cards, deck-clock, barometer, log-glasses, and other instruments and articles used for the safe navigation of the ship are properly taken care of, and should compare the barometers with each other frequently; he is also to see the log and lead lines correctly marked.

76. He is responsible that the log-books of all ships are correctly kept according to the instructions laid down in front page, that they are compared frequently with the deck-log to ascertain that no entries made in the latter are omitted, that the officers of the watch and officers of day place their initials against their respective watches and days, and that after being signed, no alteration, however trifling, is made in the log-book without the Commandant's sanction and the assent of such officers of the watch or day that the alteration is proper, he will make such officer of the watch or day initial such corrections.

77. He will be responsible for all plans, charts, and navigation books, and that they are corrected up to date, and he will submit the fair copies of the logs to the N.C. for his inspection on the first of each month.

78. The following particulars are to be noted in the ship's log. A copy of this is to be posted on front page of each log-book on issue:—

The height of the barometer and thermometer every four hours, at 4, 8, and 12, and in stormy weather the barometer should be noted more frequently.

- (a) Every occurrence connected with the navigation of the ship and with discovered dangers; the set and velocity of the current or tides; the result of all observations made, and angles or bearings taken to ascertain the ship's position.
- (b) The loss of, or injury to, masts, yards, sails, guns, boats, or other important articles of store or fitment.
- (c) The particulars of every receipt, supply, survey, and return of all stores and provisions; the exact quantity of fresh beef and vegetables received on board.
- (d) The particulars of the hire of any vessel, boat, wharf, or building for the service of the ship.
- (e) All exercises and evolutions.
- (f) All powder, projectiles, and small-arm ammunition expended in exercise, in action, or in other service.
- (g) The entry and discharge of officers.
- (h) All general payments.
- (i) The embarkation and disembarkation of all passengers.
- (j) The employment of the ship's company and the artificers.
- (k) Remarks on wind, weather, and sea.
- (l) Lighting, putting out or banking fires, getting up steam in steam-boats, salutes.
- (m) All compass bearings to be magnetic.

Gunner.

79. The Gunner is to make himself thoroughly acquainted with the construction, ventilation, and flooding arrangements of the magazines and shell-rooms, and assure himself that they are properly fitted, and that the magazines are perfectly dry before powder is received. Should he detect any appearance of dampness, he is to inform the commanding officer at once, that they may be properly dried.

80. He is to attend himself to the stowage of powder and shells, and when all are stowed he is to see that the battens and stanchions are fixed, that the mouths of all the cases are properly luted and secured, that the magazines and shell-rooms are in working order, and that the magazines are swept; and he is to take care that the men are out of magazine and the lights extinguished in the light-room before he leaves.

81. He is to take care that the cases of friction-tubes are stowed in lockers, properly constructed, in his store-room, and on no account are the cases or any loose friction-tubes to be placed in the magazine. He is on no account to open the magazine without previously obtaining the permission of the Commanding Officer. He is never to allow the magazine to be opened except by himself, a gunner's mate, or some other trustworthy officer or petty officer.

82. He or the petty officer in charge is to be very careful to ascertain that persons who go into the magazine have no matches or anything else about them which can strike fire, and that every such person before entering either puts on the leather shoes supplied for the purpose or goes in without shoes. He is to instruct the men appointed to attend in the light-rooms in the right management of the lamps, so that inconvenience may not arise from an accumulation of grease, smoke, &c.

83. He is never to keep powder in any other part of the ship than the magazine, except that which may be ordered by the commanding officer himself to be kept on deck, in cases properly secured, and placed under the charge of a sentry. He will take care, whenever he delivers cartridges from the magazine, that they are in cases properly shut.

84. He will see, on going into action, that the aprons and pockets are let down, that the lids of the powder cases are loosened, the screens hung round the magazine hatchways, and that there is a good supply of fresh air.

85. He is never to return, or allow to be returned, wet or damp cartridges into the packages from whence they were taken.

86. He or the Gunner's Mate or other trustworthy person to whom the keys of the magazine, the handing-rooms, the light-rooms, or the shell-rooms, are entrusted, when the purpose for which they were received is accomplished; is himself to lock the same very carefully, and return the keys to the commanding officer or to such officer as the commanding officer shall appoint to take charge of them.

87. He is frequently to examine the state of the guns, sights, and carriages, that anything defective may immediately be repaired or exchanged. He is frequently to examine the rifles and all other small-arms, to see that they are kept clean and in every respect perfectly fit for service.

88. He will take care that no leather articles issued in a brown condition, such as pouches, belts, magazines for cartridges, &c., are blackened.

89. He is at all times to be particularly attentive to see that everything necessary for the service of the guns, and for boarders, firemen, and others, is ready to be supplied to all quarters.

90. He is to take care that the life-buoys are properly primed and ready for letting go, and that they are tested at least once a month.

91. He will, on proceeding to sea, take care that a box containing rockets, signal lights, &c., and a rifle, are placed in a quarter or stern boat.

92. He is to be responsible for all gunner's stores placed under his charge, and is to exercise a proper economy in the expenditure of them.

93. He will enter the same in his Expense Book, which is to be submitted to the Commandant the first week in every month.

Boatswain.

94. The Boatswain is to have charge of, and carefully examine, the rigging of the vessels of the squadron.

95. He is to be responsible for all boatswain's stores placed under his charge, and is to exercise a proper economy in the expenditure of them.

96. He will enter all stores in his Expense Book, which is to be submitted to the Commandant the first week in every month.

97. He will see that the anchors and cables are kept in good working order, and that the spare anchors are ready for letting go; and he will be responsible, subject to the commanding officer, for the general efficiency of the rigging of the ships.

98. He is to be particularly careful that the boats are well secured, the falls kept in good condition, and the boats themselves ready for service.

99. He will instruct the Training Seamen and boys in seamanship, and examine seamen for higher rates.

Medical Officer.

100. The Principal Medical Officer shall perform all the duties pertaining to the Chief Executive Officer of the Medical Staff as may be directed by the Commandant.

101. He will attend daily on board the Senior Officer's ship, and have medical charge of all officers and men quartered there, and examine all recruits for entry in the Permanent Naval Force.

102. Every half-year he will furnish to the Commandant a report on all recruits who have joined the service within that period, and will also make an inspection once in every six months of all medical stores and appliances, and submit a report thereon.

Paymaster or Accountant Officer.

103. The Paymaster of the Naval Forces shall make himself thoroughly acquainted with the Defences and Discipline Act and Acts amending the same, with all regulations of the Victorian Naval Forces, with the Financial and Store Regulations, and with the Regulations respecting Public Accounts.

104. The Paymaster will obtain the necessary advance from the Treasury to enable him to pay salaries, wages, &c., and will be responsible and account for the same through the Paymaster of the Naval and Military Forces.

105. He will certify to all payments made, such certificate being countersigned by the Commandant or Senior Naval Officer.

106. He is to be careful to see that all payments made and all accounts passed are in strict accordance with the regulations respecting public accounts.

107. He will see that the receipts for all stores supplied to the squadron are properly checked, and that claims for the same are rendered before the termination of the financial year in which they were ordered.

108. Accounts for stores purchased, accompanied by the orders on the contractors for their supply, are to be forwarded direct to the Controller of Stores, in order that they may be recorded against the Naval branch.

109. At the end of each month, an abstract of all stores expended during that period is to be furnished to the Controller of Stores, after having been approved by the Commandant.

110. He is responsible for the provisioning of all vessels of the squadron, and of the Torpedo depôts belonging to the Victorian Naval Forces.

111. He will be responsible that a proper record is kept of all appointments, examinations, confirmation of appointments, and promotions of officers, and of all entries, ratings, and discharges of others below the rank of officer.

112. He will be responsible that the following books are kept, and that the returns hereinafter mentioned are furnished by him on the authorized forms according to schedule :—

Books—Cash Book.

Salary and Wages Book.

Muster Book.

Register of Fines and Forfeiture.

Register of Deferred Pay.

Register of Accounts.

Register of Letters Inwards.

Register of Letters Outwards.

Register of Stores from England.

Register of Qualifications of Officers.

Victualling Account.

Register of Applications for Appointment.

Clerk.

113. The Clerk is required to assist generally in the work of the office, to keep registers of all correspondence received and despatched, and do general copying work.

114. He will every week submit to the Commandant a report indicating the names of all officers and men whose term of sworn service has expired, together with any vacancies or vacant ratings that exist.

115. He will assist the officers concerned in preparing lists of stores periodically required by them.

116. He will keep a register containing particulars of all officers and men in the Naval Brigade, corrected and checked from certified reports received monthly from the officer commanding the Naval Brigade.

117. He is to make himself thoroughly acquainted with the Discipline Act, the Regulations for the Naval Forces, and the Financial Instructions in so far as they relate to the Naval Forces.

Engineer Officer.

118. The Engineer Officer is to have the charge and be responsible for the maintenance in a state of efficient working order, and as far as may be of readiness for immediate use, of—

- (a) The machinery and boilers of the ships and boats.
- (b) All the auxiliary engines, for whatever purpose fitted.
- (c) Pumps connected with bilges or double bottoms, and pipes, cocks, and valves belonging to them.
- (d) Distilling apparatus.
- (e) Iron gun-carriages.
- (f) Turret-turning engines and gear.
- (g) Hydraulic machinery and gear for guns and turrets.
- (h) Ventilating, steering, and capstan engines and gear.
- (i) Hydraulic jack.
- (j) Winches for hoisting projectiles, worked by steam.
- (k) Water-tight doors and sluice valves, including horizontal traps and flap doors, as well as vertical-hinged doors between decks.
- (l) Engine-room fire-extinguishing apparatus.
- (m) Instruments for telegraphing signals.
- (n) Whitehead torpedoes and submerged discharging tubes and gear.
- (o) And such other parts of the hull and double bottom as are in his charge, either wholly or jointly with other officers.
- (p) Dynamos.

119. He is, through the Commandant, to furnish the Inspector of Machinery with such written reports or returns as he may require relative to the state of the machinery and boilers in his charge; and, whenever this officer visits the ship, he is to afford him every facility and all the information in his power to enable him effectually to carry out the duties intrusted to him. He will take care, in regard to the spare gear, to observe the Instructions in the Steam Manual for Her Majesty's Fleet on that head.

120. He will be careful that the plugs to the discharge-valves are always stowed as near as possible to the places on the ship's side at which they would be applied; they are always to be fitted in place when the ship is docked.

121. He will take care that, whenever boilers are opened up, sufficient time is given to allow any foul air to escape; and that, before any one is allowed to enter the boilers or bunkers, the purity of the air is ascertained.

122. He is to practise the greatest economy in the consumption of articles in his charge, consistent with the efficient working and due preservation of the engines and dynamos, taking care that they are only used for the purposes for which they shall have been issued.

Carpenter.

123. The Carpenter is to attend to the rigging of the pumps, to the care of the hose, to the sounding of the well and of the different compartments. He will take care to have always at hand such carpenter's stores as may be required to repair the pumps.

124. He is to take care, as far as in him lies, to keep every part of the ship and all her fittings in the highest possible state of efficiency.

125. He will report at once to the commanding officer whenever he is of opinion that any particular repairs or other work should be taken in hand, whether for preservation or to arrest further deterioration. He will take care that all the seams are frequently examined, and that when caulking is required it is well done, and that the oakum used is dry and in good condition.

126. He is to be very careful to keep the sheathing of the holes, through which any funnels pass, in perfect order, to guard against the possibility of fire.

127. He will carefully inspect the state of the masts and yards of the ships of the Victorian Squadron, also every part of the ships, and report any deficiency or defects he may discover.

128. He is to exercise proper economy in the expenditure of all stores placed in his charge, and will enter the same in his Expensé Book, which is to be submitted to the Commandant the first week in every month.

Part III.—Naval Brigade.

SECTION I.—CONSTITUTION.

1. The Brigade shall comprise such commissioned, warrant, and petty officers, and men and boys as may from time to time be duly engaged, sworn in, appointed, and occasionally employed in the Victorian Naval Forces, under the provisions of the *Defences and Discipline Act 1890* and the Acts amending the same. All applicants for engagement in the Brigade, excepting officers and stokers, must produce a satisfactory discharge, showing that they have served as seamen either in the Royal Navy or the Mercantile Marine. In the case of stokers, they will have to show that they have served in that capacity.

2. The Brigade shall consist of two Divisions, and each Division shall be divided into two Subdivisions. Each Subdivision shall be under the charge of a Lieutenant.

3. One Division shall be stationed at Port Melbourne, and the other at Williamstown. The head-quarters of the Brigade shall be as ordered by the Commandant.

SECTION II.—ENTRIES, COMMISSIONS, AND PROMOTION OF OFFICERS.

1. The Council of Defence may, on the nomination of the Commandant, and subject to the following qualifications and conditions herein provided, recommend to the Governor in Council suitable candidates for appointment to the Victorian Naval Brigade.

2. All candidates must pass the requisite medical examination.

For the rank of Sub-Lieutenant.

3. Candidates for appointment as Sub-Lieutenant must be under 30 years of age, have not less than four years' sea time, and hold one of the following commissions or certificates, and produce satisfactory testimonials of previous service:—

- (a) Commission of Lieutenant or Sub-Lieutenant in Royal Navy.
- (b) Commission of Lieutenant or Sub-Lieutenant in Royal Naval Reserve.
- (c) Master's certificate or 1st Mate's certificate of the Mercantile Marine.

4. Sub-Lieutenants will be entered on probation for one year, during which time they must pass the necessary examinations in Gunnery and Torpedo work, and in local Navigation and Pilotage. On passing these examinations their commissions will be confirmed.

5. Officers entered prior to 1st January, 1893, who do not hold certificates under clauses (a) or (b), or a Master's certificate in the Mercantile Marine, will be required to pass the examination in seamanship as hereinafter provided before being eligible for promotion to the rank of Lieutenant. Officers failing to pass the foregoing examinations will not have their commissions confirmed. The term of probation may, however, on the recommendation of the Commandant, be extended for a further period not exceeding six months; but any such extension of time will entail a corresponding loss of seniority in the Force. Should they then fail to pass, their commissions will be cancelled.

6. Officers on probation shall not take command of any vessel or torpedo boat except under special circumstances and with the approval of the Commandant.

For the rank of Lieutenant.

7. Promotion to fill vacancies in the rank of Lieutenant shall be made on the nomination of the Commandant from such Sub-Lieutenants as have qualified by passing the necessary examinations for Lieutenant, but Sub-Lieutenants shall not be eligible for promotion to Lieutenant unless they have completed one year's service from the date of confirmation.

8. Lieutenants and Sub-Lieutenants will be required to re-qualify in Torpedo and Gunnery every three years.

9. All examinations of officers or warrant officers will be conducted by a Board consisting of not less than three officers appointed by the Commandant; but in the case of Torpedo and Gunnery examinations, the Torpedo and Gunnery Officers of the Permanent Naval Force respectively are to be members of the Board.

Medical Officers.

10. Medical officers will be required to produce satisfactory certificates of qualification.

For the rank of Engineer.

11. Candidates for appointment as Engineers must hold a 1st class certificate from the Board of Trade, produce satisfactory testimonials of previous service, and be between 25 and 35 years of age.

For the rank of Assistant Engineer.

12. Candidates for appointment as Assistant Engineers must hold a 2nd class certificate of competency from the Board of Trade, produce satisfactory testimonials of previous services, and be between 22 and 30 years of age.

Honorary Chaplains.

13. Honorary Chaplains may be appointed on the recommendation of the Commandant.

Warrant Officers.

14. Gunners will be selected from petty officers who have qualified for the duties of Instructor, who have passed the necessary examinations fixed for the rank of Warrant officer, and who are specially recommended for advancement.

Instructors.

15. Officers for appointment as Instructors in the Naval Brigade are to be selected by the Naval Commandant from amongst those in the Permanent Naval Force and Naval Brigade for their ability as Instructors and general efficiency, apart from their seniority as Gunners.

16. They will be appointed for a probationary period of six months, at the conclusion of which they will, if found suitable, be confirmed in the appointment, and will continue to hold it so long as they maintain their efficiency in the latest drills and exercises, and carry out their duties to the satisfaction of the Commandant.

17. Every three years Instructors will be required to go through a re-qualifying course under the Officer carrying out the Gunnery duties in the Permanent Force.

18. Should the officers selected for the appointment be found unsuitable at the end of their probation, or after being confirmed in such appointment, or should they fail to re-qualify as directed, they shall be replaced by other officers selected by the Commandant, and shall return on board for duty afloat, or be dealt with as detailed below.

19. Officers selected from the Permanent Force proving unsuitable will, on returning to ordinary duty, take up the seniority and pay they would be entitled to had they remained on service afloat.

20. Officers selected from the Naval Brigade proving unsuitable will, at the end of their probation, be discharged, but they may, on being recommended by the Naval Commandant as qualified, be appointed for ordinary duty as 2nd class Gunners in the Permanent Forces provided that the establishment is not thereby increased.

21. The Permanent Instructing Gunners attached to the Naval Brigade are responsible, under the orders of their immediate commanding officers, that all drills are carried out according to regulation.

22. They will be in charge of and held personally responsible for all arms, accoutrements, and stores which are on charge. On no account will they permit any such articles to be removed without first obtaining a receipt. They will initial all receipt and delivery vouchers as an acknowledgment of their correctness.

23. They will have immediate charge of all books and correspondence, and see that they are kept corrected and up to date.

24. They will attend all drills, and be responsible for the proper carrying out of the drills under their charge.

25. They will be most particular that the mobilization sheets are kept correct, and should compare them during the first week in the quarter with those on board the *Nelson*, arrangements for so doing being made beforehand.

SECTION III.—ENTRY AND PROMOTION OF SEAMEN,
STOKERS, AND BOYS.

1. The engagement of seamen, stokers, and boys shall be for a period of three years. Every person so engaged shall take and subscribe before some justices, or before any commissioned officer in command of any vessel of war or corps, the oath in the Second Schedule of the *Defences and Discipline Act 1890*.

2. No person shall be engaged unless he be a British subject, and between the ages of 19 and 35; but persons who have previously served in the Imperial Regular or Auxiliary Naval Forces, or in any Colonial Naval Force, may be enrolled, if under the age of 40.

3. All applicants for engagement shall be subject to a medical examination, and must produce certificates of good character, or must otherwise satisfy the commanding officer that their character and conduct have been good.

4. The standard height will be 5ft. 6in. and upwards, with proportionate chest measurement. Exceptions to the standard of height may be allowed with the approval of the Commandant.

5. Boys may be engaged; but not more than two boys per Division will be allowed. Age, 14 to 17 years.

Stokers.

6. Men entered for the rating of Stoker must produce a certificate that they have previously served in that capacity, must satisfy the Fleet Engineer of the Permanent Naval Forces as to their fitness for the work required of them, and be under 40 years of age.

Petty Officers.

7. Petty Officers will be selected from such Able Seamen as have passed the examination laid down for Seamen Gunners or Torpedo-men, and are considered eligible for appointment by the Commanding Officer.

8. Any Petty Officer who does not attend more than three-fourths of the annual drills shall be reduced to the position of Able Seaman, unless it shall appear to the Commandant that there are special reasons for the relaxation of this Regulation.

9. Petty Officers may, with their commanding officer's consent, resign their rank, and revert to the rank or position they may have previously held, but they are not allowed to do so in order to escape the consequences of misconduct without the special sanction of the Commandant. A certificate of the commanding officer, stating the cause of the resignation (together with the written authority of the Commandant, if the case has been referred to him as above), is to be forwarded to the Commandant to be appended to the man's enrolment form.

10. Every Petty Officer is required to provide himself with, and to have in his possession, a copy of the Regulations for the Field Exercise and of the Gunnery Manual properly corrected.

11. When additional Petty Officers are required, 2nd class petty officers may be appointed to act as 1st class petty officers, and men as 2nd class petty officers; who, if they prove themselves efficient, are to be promoted as vacancies occur. Such appointments not to carry extra pay.

12. Seamen of the Naval Brigade may qualify as Seamen Gunners, the examination being that laid down in Table B in Gunnery only, and in which candidates must obtain 75 per cent. of marks.

13. Seamen of the Naval Brigade, being trained men, may qualify as Torpedo-men, the examination being the same as that laid down in Table B in Torpedo only.

Seamen Gunners.

14. Men who pass for Seamen Gunners shall be entitled to wear the badge as hereinafter laid down, and shall be qualified to take any position at the guns and carry out the same duties as Seamen Gunners of the Permanent Force.

15. Men who qualify as Seamen Torpedo-men shall also be entitled to wear badges and be eligible to take any torpedo number in the boats.

16. The badge for Seamen Gunners in the Naval Brigade shall be similar to that for seaman gunner torpedo-man, but without the torpedo.

17. The badge for Seamen Torpedo-men in Naval Brigade shall be similar to that for seaman gunner torpedo-man, but without the gun.

Engine-room Artificers.

18. Engine-room Artificers must hold certificates showing that they have served five years in an engine factory at the work of making and repairing marine engines, or hold a driver's certificate, and have served as such in a river or bay steamer for a period of three years. On first entry they must be between 22 and 30 years of age, and they are at no time to be sworn in after having attained the age of 45 years.

General Conditions of Engagement.

19. When any person is engaged in the Brigade, a certificate of his engagement will be delivered to him by his commanding officer. This certificate must be taken care of, as it will constitute the proof of his title to the pay and other advantages of the service. It must be produced every time he appears at drill, in order that the requisite entries may be made.

20. All entries on certificates must be made or countersigned by an officer of the Brigade.

21. If any member accidentally lose his certificate, he should make application to his commanding officer to have it renewed.

22. Subject to these Regulations, no restriction is laid on the occupation of a member whilst belonging to the Brigade, provided that he complies with the conditions mentioned below, and especially with that condition which requires him to appear before some officer once every month, unless he obtains leave of absence for a longer period.

23. Every member shall give immediate notice to his commanding officer of any change of residence, or of the place to which letters and notices are to be addressed to him.

24. In event of the Brigade being called out by proclamation, every member is bound to serve in any vessel belonging to or employed by the Government of Victoria, or on shore, under penalty of being treated as a deserter.

25. When a member of the Brigade, after being called out by proclamation, is released from actual service, the requisite entries of service shall be recorded in his certificate.

26. Any member who is discovered to have been, at the time of engagement, suffering from disease, or to have sustained injury which incapacitates him, and who has concealed such disease or injury, or who is discovered to have made any false representation or to have produced any false papers on the occasion of engagement, shall at once be struck off the list, and will forfeit all claim to pay or other advantages of the service.

SECTION IV.—RETIREMENT OF OFFICERS.

1. Retirement of Officers :

Warrant officers shall retire at the age of 50.

Engineers shall retire at the age of 50.

Lieutenants shall retire at the age of 45.

Commanders shall retire at the age of 50.

But the Governor in Council may, nevertheless, on the recommendation of the Commandant, require any officer who would otherwise so retire, notwithstanding his age, to continue to perform his duty.

2. Officers not under the rank of Lieutenant, after ten years' commissioned service in the Naval Forces, may be allowed to retire, with permission to retain their rank and wear their uniform.

3. Any officer applying may, on the recommendation of the Commandant, be placed on the Unattached List. Officers on the Unattached List shall not, as such, receive any pay.

4. The services of unattached officers are at all times to be at the disposal of the Commandant. Unattached officers are not to perform any duty unless ordered to do so by the Commandant.

5. The Governor in Council may, on the recommendation of the Commandant, cancel the resignation of any officer who has been employed in the Forces since the coming into operation of *The Discipline Act 1870* (now incorporated in the *Defences and Discipline Act 1890*), and may place him on the Unattached List or on the Retired List.

6. Any officer who does not attend more than three-fourths of the annual drills shall not be allowed to retain his commission or warrant, unless it be represented by the Commandant that there are special reasons for a relaxation of this Regulation.

SECTION V.—DISCHARGES AND DISMISSALS.

1. The Commandant may discharge any members, other than officers, on their attaining the age of 45 years.

2. Any member may, with the approval of the Governor in Council if an officer, or of the Commandant if below the rank of an officer, resign and obtain his discharge from the Brigade when not called out for actual service, on payment of the sum of £2. Such sum shall be taken to be as and for liquidated damages due by such person to Her Majesty, and shall become due immediately on the acceptance of the resignation of such person being signified to him by the Commandant, and may be recovered in the name of Her Majesty: Provided, however, that the Commandant may remit the whole or any portion of such penalties on the recommendation of the commanding officer.

3. Any member absent without leave for a period of two months shall be dismissed, unless in the opinion of the Commandant there be extenuating circumstances.

4. The Commandant may summarily discharge any petty officer, or any other member below the rank of petty officer, for unfitness, or he may summarily dismiss the same, for negligence or misconduct, independently of any other punishment to which he may by law be subject.

5. On the discharge of any man from the Brigade, his defaulter's sheet must be filed for reference, and on the application—written or personal—of any one who has been discharged, a printed certificate of character will be made in accordance with such sheet, signed by the Commanding Officer of the Brigade, and furnished to him, but no other certificates of service are to be given.

6. All dismissals from the Brigade are to be notified in the *Government Gazette*.

SECTION VI.—DRILLS AND RETAINERS.

1. All Commissioned, Warrant, or Petty Officers, Seamen, or Stokers engaged under the provisions of the Act, shall be entitled, subject to these Regulations, to receive an annual retainer or allowance, according to the scale laid down in the Financial and Store Regulations, on condition of their performing the necessary number of drills, afloat and ashore, as hereinafter mentioned:—

{ *Untrained Men (exclusive of Stokers).*

1st Quarter	{ 3 half days afloat, 12 hours	}	34½ hours
	{ 15 drills ashore, 22½ hours		
2nd Quarter	{ 13 drills ashore, 19½ hours	}	35½ hours
	{ * (Easter cruise) 2 whole days afloat, 16 hours		
3rd Quarter	{ 3 half days afloat, 12 hours	}	34½ hours
	{ 15 drills ashore, 22½ hours		
4th Quarter	{ 3 half days afloat, 12 hours	}	34½ hours
	{ 15 drills ashore, 22½ hours		

Total 139 hours
(Exclusive of reviews.)

Trained Men.

2. Members who have passed the necessary examination for trained men will only be called on to perform the following drills in order to earn the retainer :—

1st Quarter	{ 3 half days afloat, 12 hours 12 drills ashore, 18 hours	} 30 hours
*2nd Quarter	{ 2 whole days afloat, 16 hours 10 drills ashore, 15 hours	} 31 hours
3rd Quarter	{ 3 half days afloat, 12 hours 12 drills ashore, 18 hours	} 30 hours
†4th Quarter	{ 3 half days afloat, 12 hours 12 drills ashore, 18 hours	} 30 hours
Total	...	121 hours (Exclusive of reviews.)

* In addition, two extra days afloat to complete the Easter cruise will be paid for at the rate of Ten shillings per diem for able seamen, other ranks in proportion.

† The 9th of November will count as a whole day of 8 hours' drill afloat, or the equivalent of two half days.

Stokers.

1st Quarter	{ 3 half days afloat 2 night drills ashore
*2nd Quarter	{ 2 night drills ashore Attendance on board during Easter cruise
3rd Quarter	{ 3 half days afloat 2 night drills ashore
†4th Quarter	{ 3 half days afloat 2 night drills ashore

* The days afloat at Easter must count for retainer, irrespective of the number of hours.

† The 9th of November will count as a whole day of 8 hours' drill afloat, or the equivalent of two half-days.

3. During the Easter cruise, and when afloat under steam, on occasions other than those specified above, stokers will, in addition to the retainer, receive the special pay provided for in paragraph 44 of the Financial and Store Regulations.

4. These attendances and hours of drill are exclusive of reviews or inspections called by the Officer Commanding the Imperial Naval Forces.

5. On drill nights ashore stokers will be limited to rifle and outlass drill; on occasions of drill afloat they will be detailed to the torpedo boats or other vessels of the squadron to gain a knowledge of the engines and machinery in these vessels, in which steam will be got up when practicable.

6. They are to attend on board on the Saturdays regularly set apart for drill afloat for the Naval Brigade, and there will be no "make up" days for them, owing to steam being got up on the regular Saturdays only.

7. They will be provided with two suits—one of duck and one of canvas—and two white cap covers, in addition to one suit of blues as supplied to other members of the Naval Brigade; a white cord under the watch stripe will be worn as a distinctive badge.

8. Their employment on shore should be of such a nature that their services will be available at any time when required for duty afloat.

9. Non-attendance when called out for the Easter cruise, or not obtaining three-fourths of the retainer during the year, will render any stoker liable to be dispensed with, as it is expected that the services of all those joining the Naval Brigade will always be available should any emergency arise.

Engineers and Engine-room Artificers.

10. Engineers and Engine-room Artificers are to appear in uniform at either of the Naval Brigade drill-rooms at least once a month, and report themselves to the officer commanding, or, in his absence, to the senior officer present.

11. Engineers and Engine-room Artificers, who are likely to be absent for more than one month, are, before leaving Port, to give notice to their commanding officer, otherwise they will be liable to forfeit the quarter's retainer for failing to report themselves as ordered.

12. Due notice will be given to such Engineers and Engine-room Artificers whose services may be required afloat at Easter, and on the 24th May and 9th November; and those selected will repair to the vessels to which they may be appointed.

Band.

13. The Band of the Naval Brigade is not to exceed a total strength of twenty, in addition to the boys allowed to be engaged. These men are to be effective for service, to be perfectly drilled, and liable to serve in the force on any emergency. Attendance at Band practice to count as drills. The commanding officer is empowered to employ supernumeraries as Bandsmen, in addition to the numbers. The Band will be expected to know certain marches for use at reviews, &c., which the Naval Commandant may from time to time direct.

General.

14. The annual retainer or allowance will be paid in quarterly instalments. The quarters are to be considered as commencing on the 1st January, 1st April, 1st July, and 1st October in each year. A proportionate number of drills to be performed during each quarter of the year, and any member failing to attend the prescribed number of drills will not be entitled to such quarter's retainer. Recruits, until passed, will be required to attend two drills per week at least, as well as the afloat drills; and should they not make such progress at drill as to satisfy the commanding officer, they will render themselves liable to be dismissed upon his recommendation.

15. Every member of the Brigade shall attend at least one muster or drill in each month. Any member of the Brigade failing to attend the required number of musters or drills in any month, unless on leave, shall be at the end of each month deemed to have been absent without leave within the meaning of these Regulations.

16. Any member absent without leave for a period of two months shall be dismissed, unless, in the opinion of the Commandant, there be extenuating circumstances.

17. There will be two reviews a year, either afloat or ashore, and all members of the Brigade must attend one of such reviews. Every member failing to comply with this Regulation shall be liable to be fined 20s.

18. All members must also attend any inspection that may be made by the officer commanding the Imperial Naval Forces, providing such inspection is not called for more than once a year. The penalty for non-attendance at such inspection shall be 20s.

19. Should Easter fall in the first quarter of the year, the drills detailed above for the second quarter will be performed in the first quarter, and *vice versa*. Every member of the Brigade must be present during the Easter cruise, excepting those who are prevented by reason of sickness, in which case a medical certificate must be produced, or who can give a satisfactory reason for their absence to the commanding officer.

20. The yearly Musketry instruction at the Butts will also take place during the first or second quarter in each year, according to the date upon which Easter Monday may fall, or as the commanding officer may determine.

21. The musters and drills of the annual courses of Musketry and Gunnery may be included in the above drills.

22. Members who have passed the yearly Musketry instruction will be allowed facilities to pass, as trained men, in the use of breech and muzzle-loading rifle guns, quick-firing, and Nordenfolt guns, as well as rifle, cutlass, and single-stick exercises. After so passing they will only be required to drill 121 hours annually (exclusive of reviews), but all such members will be called upon to re-qualify every three years as trained men, the examination for such being that laid down in Table B, in which candidates must obtain 65 per cent. of the total number of marks.

23. If temporarily resident in another district, or should the exigencies of the service admit, a Brigade man may, by order of the Commandant, be attached to a Division serving in such district, and drills done with such Division shall be returned to the commanding officer and count towards retainer or allowance.

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24. Officers detached on special duty shall be paid retainer or allowance on having performed the duties required of them by General Order.

25. Attendance at church musters or funerals shall not be allowed to count for retainer, nor shall pay be granted for such attendance.

26. Guards of honour shall only count for pay and effectiveness when ordered by the Commandant.

27. Extra drills, afloat and ashore, will be called, in order to allow members the opportunity of earning the maximum amount of retainer or allowance.

28. Arrangements will be made to transport members of the Brigade to and from the drill ship free of expense. The time of drills afloat will count from the time they first embark.

29. When the Commandant, or officer deputed by him, makes the half-yearly official inspection of the Brigade or a detachment thereof, every officer, warrant officer, petty officer, and seaman should be present, unless prevented by sickness or urgent necessity. In the former case, a certificate from the officer in medical charge to be produced; in the latter, leave may be granted by the officer commanding, but only in urgent cases. Any member not attending one of such inspections during the year is liable to a fine of £1.

30. The time during which a member of the Naval Brigade is absent from drill on account of sickness or accident shall not count as part of the drill, unless such sickness shall have been caused by injuries received on active service, in which case the Naval Commandant may grant him leave of absence not exceeding six months, and for this period he will receive his retainer providing that he performs the proper proportion of drills during the remainder of the year. On his being removed from the sick list, he must perform the proper term of drill required by these Regulations.

Effective Allowance.

31. The term "effective" shall mean any member who has attended afloat and ashore three-fourths of the time laid down in these regulations for drill and instruction.

32. The commanding officer shall forward to the Paymaster of the Naval and Military Forces, as soon as possible after the 30th of June in each year, a statement of the drills attended during the twelve months ending on that date, together with his claim for the effective allowance due to the Brigade.

SECTION VII.—INTERIOR ECONOMY.

General.

1. The Brigade will not assemble for any purpose unconnected with Naval muster, drill, or rifle practice except with the approval of the Commandant.

2. Members are not individually or collectively to attend political meetings or join in public political discussions or demonstrations in uniform. The Band is not to appear in uniform, except at muster or drill, without the consent of the commanding officer.

3. Members must not, under any circumstances, alter or tamper with their rifles, or use other than the authorized ammunition; and any rifle which, on inspection, may be found to have had its lock or any other part altered or tampered with, will be at once returned into store, and repaired at the expense of the member to whom such rifle was issued, and the amount of such expense will be deducted from the retainer of such member.

4. Any loss, damage, or destruction of arms, accoutrements, uniform, or stores which may be traced to any member, unless caused by circumstances beyond his control, shall be made good by stoppage from his retainer; or, in default thereof, proceedings against him will be instituted under the Act.

5. Any member who fails to produce, for inspection, when required, any arms, accoutrements, or other property intrusted to his care, may be proceeded against under the Act, and steps taken for his summary discharge, for disobedience of orders.

6. Any member whose services are dispensed with shall deliver up in good order, fair wear and tear only excepted, all arms, ammunition, accoutrements, clothing, or appointments, or any public stores or property issued to him, or paid for by the Government for his use, and if he refuse or neglect to comply with this Regulation he may be proceeded against under the Act.

Leave of Absence.

7. Leave of absence, not exceeding one month, may be granted by commanding officers. Beyond this period, application must be made to the Commandant through the proper channel.

Change of Residence.

8. Every officer and man shall give immediate notice to his Commanding officer of any change of residence, or of the place to which letters and notices are to be addressed.

Fines and Penalties.

9. The Commandant may summarily reduce in rank any petty officer, or may fine and dismiss any petty officer, or others below the rank of petty officer, for misconduct, or may discharge any petty officer or others below the rank of petty officer.

10. The commanding officer shall have power to enforce fines, not exceeding the following amounts:—

	<i>s.</i>	<i>d.</i>
(a) For appearing at muster or drill improperly dressed, or with clothing, arms, or accoutrements dirty ...	2	6
(b) Talking at muster or drills ...	2	6
(c) Inattention, and other minor irregularities ...	2	6
(d) Neglecting to notify change of address within fourteen days of such change ...	2	6
(e) Neglect of duty ...	5	0
(f) Leaving the muster or drill without permission ...	7	6
(g) Minor cases of insubordination ...	10	0
(h) Being absent without leave within the meaning of the Regulations ...	10	0
(i) Drunkenness on duty, or in camp, or elsewhere in uniform ...	20	0
(j) Failing to become effective ...	20	0
(k) Being absent from the annual review or half-yearly official inspection ...	20	0

11. All fines shall be noted in returns, and shall be appropriated according to law.

12. Fines which cannot be settled from arrears of pay should be recovered by the commanding officer in a Court of Petty Sessions.

SECTION VIII.—DUTIES OF OFFICERS.

Combatant Officers.

1. A commanding officer is invested with authority which renders him responsible to his Sovereign and his country for the maintenance of discipline, order, and a proper system of economy in the Force under his command. He is to exact from officers and men the most implicit obedience to Regulations, and he is not only to enforce by command, but to encourage by example, the energetic discharge of duty.

2. He shall be responsible for the discipline, drill, and instruction of those under his command, and shall notice any infraction of the provisions of the law, or of the orders of the Commandant, relating to the use of arms, the Regulations about clothing, distinctive marks of rank, discipline, and the like.

3. He is to see that the officers are practically instructed in their duties. He will, at his discretion, direct the officers to take the command of the drill, and in his presence to exercise the Force. The instructions of his men also forms a most essential part of the supervision of the commanding officer.

4. It is of importance that a commanding officer should, at all times, make himself thoroughly acquainted with the professional abilities of the whole of the officers placed

under his charge, so as to assist the Commandant in the appreciation of the Naval requirements of those under his command.

5. It is the duty of a commanding officer to bring specially to the notice of the Commandant, through the proper channel, without favour or partiality, any officers who may be distinguished for attention to and proficiency in their duties, as well as those who, from incapacity or habitual inattention, are deficient in a knowledge of their duties, or show an indisposition to afford the commanding officer that support which he has a right to expect from them, or conduct themselves in a manner injurious to the efficiency and the credit of the Force.

6. When members of the Force belonging to one or more Divisions are brought together under arms, at rifle matches or on other occasions, either in or out of uniform, the senior officer present is to be considered as in command; and although his position in this respect does not involve any authority for his interference in the arrangements of the meeting, yet he is held responsible for the due maintenance of order and discipline among the members of the Force present.

7. An officer in temporary command is not to give out any Standing Orders, or to alter those issued by the commanding officer, without a reference to him or to the Commandant.

8. Nothing more essentially tends to the maintenance of regularity and good order than that system or chain of responsibility which should extend from the highest to the lowest grade. With this view, the Brigade is divided into Divisions.

9. Commanding officers are to cause every Order and Circular issued for general information and guidance to be made known throughout their Divisions or Subdivisions; and they are to afford all officers under their command every facility for becoming acquainted with current changes in Regulations and Orders. Ignorance of published Orders will never be admitted as an excuse for their non-observance. All Orders relating to the Force are to be read and explained immediately after such Orders are received, and those of an important nature are to be read on three successive musters or drills.

10. Great attention to the cleanliness of the clothing, arms, and accoutrements is required from commanding officers. The dress and appearance, as well as the demeanour of members, should on all occasions and in all situations be such as to create a respect for the service. Members must be properly dressed when going to and returning from musters or drills.

11. Junior officers, on joining, are to provide themselves with a nominal roll of their Subdivisions or Sections, and are as soon as possible to make themselves acquainted with the disposition, character, age, and service of each of their men.

12. It is expected that every officer who has been two years in the service will be capable of commanding and exercising a Division in every situation, either afloat or ashore, and will be perfectly acquainted with its interior arrangement, economy, and discipline. No officer is to be dismissed from drill until he has gone through a course of musketry instruction; and a course of singlestick, fencing, and Navy signalling instruction.

13. All officers must furnish themselves with the latest edition of The Regulations for Victorian Naval Forces, Field Exercises, Rifle and Musketry Instructions, and such other books as may be directed by the Commandant from time to time. All such books must be kept properly corrected.

14. The following books will be supplied to the officer commanding, for the use of head-quarters and Divisions of the Brigade:—

- 1 copy Queen's Regulations and Admiralty Instructions for the Navy.
- 3 copies Gunnery Manual (Naval).
- 3 copies Torpedo Manual.
- 3 copies Field Exercise.
- 3 copies Rifle Exercises and Musketry Instruction.
- 3 copies Manufacture of Rifled Guns.
- 3 copies Treatise on Ammunition.
- 3 copies The Defences and Discipline Act and its Amendments.

Medical Officers.

15. The officers of the Medical branch will, subject to the orders of the Commandant, be detailed for duty by and be under the immediate command of the Principal Medical Officer, both for discipline and professional supervision.

16. When on active service, they will be employed on general duties, and on all such special duties in camp or on board as the Principal Medical Officer may decide.

17. The Regulations for the Medical department of Her Majesty's Navy will be taken as a guide in so far as they are applicable, more especially in respect to constitution, general duties, hospital organization, and management, supply of surgical instruments, appliances, and materials, medicines and medical materials, medical examination of recruits, sanatory and general regulations.

18. Medical officers will be detailed for duty with the various subdivisions or divisions, and will be directed by the P. M. O., in conjunction with the commanding officer, to perform the undermentioned duties:—

(a) Examination of recruits.

(b) Attendance at gun and rifle practice, musters, inspections, boards, and medical surveys.

No medical officer will be allowed to draw pay for other than the above, unless permission for such be given by the Commandant through the P. M. O.

19. In the event of the medical officer being unable to attend any of the foregoing duties, he will make arrangements with another medical officer to take his place, informing the commanding officer; or will report to the P. M. O. in sufficient time to enable him to provide for the carrying out of the duties. The amount of pay earned by the medical officer detailed as a substitute will be deducted from the pay of the officer for whom such substitute was provided.

20. The medical officers will be required to give professional attendance to the drill instructors who may be attached to the divisions at the several stations.

SECTION IX.—REGULATIONS OF PERMANENT NAVAL FORCES APPLY.

1. All rules and regulations for the discipline and internal economy of the Permanent Naval Forces shall be applicable to the members of the Naval Brigade when serving or drilling afloat in the armed vessels of the Victorian Navy or in vessels attached thereto.

SECTION X.—BREACHES OF REGULATIONS.

1. Any member of the Brigade who violates or neglects to observe any command or injunction contained in the foregoing rules and regulations shall be guilty of a minor offence against discipline.

Part IV.—Discipline, Naval Forces.

SECTION I.—GENERAL REGULATIONS.

1. The Queen's Regulations and Admiralty Instructions for H.M. Navy, where not inconsistent with the *Defences and Discipline Act 1890* and Acts amending the same, and any regulations made thereunder, will be taken generally as a guide in all matters of discipline affecting the Forces.

2. The *Defences and Discipline Act 1890* shall be read at least once a quarter to all officers and men serving in the Naval Forces, and no officers or men are to be appointed or sworn in until they clearly understand the regulations under which they engage.

3. As it is desirable to keep up in all ranks a proper feeling and high sense of honour, by which the correct and willing discharge of duty will best be insured, officers of every rank should be impressed with the advantage which they individually, and the service at large, will derive from the adoption towards those under them of a system of command and treatment which shall insure respect towards superiors.

4. Officers are to adopt such a system themselves, and are to require it to be adopted by the petty officers; and the example of officers will have the effect of checking the use of improper and offensive terms on the part of the petty officers towards the men. If acts of intentional neglect or of insubordination should take place, and the means of

correction and punishment authorized by the regulations of the service have to be resorted to, these measures will have double effect if not preceded by intemperate language.

5. Officers are to avoid reproving petty officers for any irregularity, neglect of duty, or awkwardness, in the presence or hearing of the men—unless it shall be necessary for the benefit of example that the reproof be public—lest their authority should be weakened or their self-respect lessened.

6. Officers are at all times accountable for the maintenance of good order and the rules and discipline of the service, and they are to afford in these respects the utmost aid and support to the commanding officer. It is their duty to take notice of, repress, and instantly report any negligence or impropriety of conduct in petty officers and men, whether on duty or off duty.

7. Officers are to discountenance and suppress all cursing, swearing, drunkenness, gaming, rioting, and quarrelling; all abusive and irritating language to inferiors; all dissolute or disorderly conduct; and in general everything tending to the disparagement of religion or to the promotion of vice and immorality.

8. Officers will at all times and under all circumstances show an example of respect and obedience to their superiors, of unremitting attention to their duties, and of cheerful alacrity in performing it.

9. Commanding officers will see that all the persons under their command obey the several instructions which are addressed to them, or which, when of a general purport, concern them. They will correct or report to their superiors any reprehensible conduct on the part of those under their command. They will notice their conduct and abilities, in order that they may be enabled to give them the recommendations they deserve, or, if called on, make correct reports of their merits. They will, whilst upholding the legitimate authority of all the officers under their command, check by timely rebukes any tendency they may notice to abuse of power, recommending by their example that firm but conciliatory manner of conducting duty which is the more sure way to gain the respect and confidence of the men.

10. Should the Commandant find it necessary to reprimand an officer or petty officer for any grave offence, he is to cause an entry of the particulars to be made in the log at the time, and the said entry is to be read to the officer concerned, and a note made in the log, or in the case of the Naval Brigade in the Corps' record-book, that such has been done.

11. Every person in the Naval Forces is to conduct himself in the discharge of his duty with the utmost respect to his superior officers, whether attached to the same ship or not, and is on all occasions of meeting, passing, or addressing his superior officers, knowing them to be such, whether afloat or on shore, to pay them the accustomed marks of respect.

12. Officers and men of the Victorian Navy are to pay the customary mark of respect to the officers of the Military Forces when in uniform, and also to foreign officers.

13. Salutes are to be made in a smart and decided manner. A slovenly mode of saluting is disrespectful, and brings discredit upon the person saluting and also on the service to which he belongs.

14. Officers are to use their utmost vigilance to prevent members publishing information relative to the numbers, movements, or operations of the Force, or any Naval details; and any member will be held personally responsible for reports of this kind which he may make without special permission, or for placing the information beyond his control, so that it finds its way into unauthorized hands. Furthermore, members are forbidden to give publicity to their individual opinions in any manner tending to prejudge questions that may at the time be undergoing official investigation by the Naval authorities. Anonymous complaints, and the publication through the medium of the press of anything calculated to act injuriously on the interests of the service or to excite discontent in the Force, are also strictly prohibited.

15. It is strictly forbidden for any member of the Force to make any application for promotion, leave of absence, change of quarters, or upon any other matter affecting his position in the service, except through his commanding officer.

16. Deliberations or discussions, having the object of conveying praise, censure, or any mark of approbation towards superiors or any others in Her Majesty's Service, are strictly prohibited, as being subversive of discipline, and an assumption of power which belongs to the Sovereign alone, or to those officers to whom the command and discipline of the Force may be trusted. Every officer will, therefore be held responsible who shall allow himself to be complimented by officers, petty officers, or men who are serving, or who have served, under his command, by means of presents of plate, swords, &c., or by any collective expression of their opinion.

17. Disobedience of orders or disrespect shown to higher authority shall be instantly reported to the commanding officer, and it is impressed upon all ranks that discipline depends entirely upon instant obedience; so that not only must all officers see that it is always duly enforced, but petty officers failing to report any contempt or neglect of their authority will be liable to be summarily reduced. Obedience must be rendered, even when it may be considered justifiable subsequently to prefer a complaint.

18. If any member have cause to think himself aggrieved, he may represent his case to his commanding officer. Any appeal against the decision of the commanding officer will be made through the proper channel to the Commandant, and any further appeal will be made through these officers for transmission to higher authority.

19. All cases of insubordination, disrespect, drunkenness, or behaving in a discreditable manner, on board or on shore, are to be reported without delay to the Commandant.

20. Any person subject to these Regulations found guilty of wilfully destroying, losing, or injuring, or through neglect suffering to be lost or injured, any Government property, shall, in addition to such of the above punishments as may be inflicted, be sentenced to make good such loss or damage.

21. Any member contravening the Regulations under the *Railways Act 1890*, for the free conveyance of members of the Naval and Military Forces, thereby renders himself liable to dismissal.

22. Commanding Officers of the Naval Brigade shall, immediately after drill, receive the reports of officers as to any members of the Force who have misconducted themselves, and shall either deal summarily with the case or report it to a higher authority. In case of a fine, record of offence and punishment shall be made in the Order Book. Petty officers shall not be subject to any fine unless previously reduced.

Arrest.

23. Any person who shall behave with violence, or shall use mutinous or abusive language, may be placed in irons, handcuffed, or locked in a cell.

24. Any member may, for any offence against good order and discipline, be placed under arrest by his superior officer.

25. If any member, while under arms or on duty with the Force to which he belongs or any portion of the Force, or while engaged in any Naval exercise or drill—either in uniform or plain clothes, or while going to or returning from any place of exercise or assembly—disobey any lawful order of the officer under whose command he then is, or is guilty of misconduct, any superior officer may order the offender, if an officer into arrest, and if not an officer into the custody of any petty officer or seaman; but so that the offender be not kept in such custody longer than during the time such portion of the Force as aforesaid remains under arms or on duty. After which, his case will either be disposed of by the officer commanding on the spot, or he will be suspended from duty, and reported to higher authority.

26. Duty with any portion of the Force is held to mean not only presence under arms at drill, but the performance of all duties of a Naval nature in or out of uniform.

27. Arrest shall signify suspension from all duty until the case has been investigated and dealt with by the Commandant; but if any emergency of the service should render it requisite that the person under arrest should be released without the charge against him being withdrawn, the commanding officer may give orders to that effect, and the person shall return to his duty accordingly, without prejudice to his future trial or the inquiry into the charge on which he was placed under arrest.

Courts.

28. All persons regularly serving under the Act will be subject to be brought before the court therein provided for, if charged with any of the following offences:—

- (1) Losing, hazarding, or stranding any ship.
- (2) Causing or conspiring with any other persons to cause mutiny or sedition.
- (3) Disrespect to superior officers.
- (4) Violence to superiors.
- (5) Disobedience of orders.
- (6) Absence without leave.
- (7) Desertion.
- (8) Is guilty of fraudulent enlistment or enrolment.
- (9) Theft.
- (10) Making away with or being concerned in making away with (whether by pawning, selling, destruction, or otherwise howsoever) his arms, ammunition, equipment, instruments, clothing, or any Government property in his charge, or any property of officers or members of the Force.
- (11) Losing by neglect any of the above-mentioned articles.
- (12) In any report, return, muster roll, pay list, certificate, book, route, or other document made or signed by him, or of the contents of which it is his duty to ascertain the accuracy—
 - (a) Knowingly makes or is privy to the making of any false or fraudulent statement; or
 - (b) Knowingly makes or is privy to the making of any omission with intent to defraud.
- (13) Loses by neglect any public money intrusted to his charge.
- (14) Being an officer, behaves in a scandalous manner unbecoming the character of an officer and a gentleman.
- (15) Neglect of duty.
- (16) Sleeping on post.
- (17) Drunkenness.
- (18) Breaking arrest.
- (19) Malingering.
- (20) Any disgraceful conduct.
- (21) Violates or neglects to obey any command or injunction contained in the Rules and Regulations made under the Discipline Act.
- (22) Is guilty of any act, conduct, disorder, or neglect to the prejudice of good order and Naval discipline, though not specified in the foregoing cases.

29. Wherever a court martial is ordered to assemble on board any ship, the following procedure should be observed, viz.:—

A gun is to be fired at eight a.m. from that ship on which the court is ordered to assemble, and the Union Jack will be hoisted at the peak at the same time, and kept flying until the said court has been dissolved, or until sunset if the court adjourns till the following day, in which case it would be again hoisted at eight a.m. Officers of and above the rank of commander carrying a pendant, to be received with a guard. An officer of the court is to be appointed whose duty it is to muster witnesses, and carry out any orders of the President of the court. He will also see that the witnesses who have been examined are kept apart from those who have not been examined.

30. Whenever it can be arranged, without serious inconvenience to the service, the members of a court assembled for the trial of an officer are to be of equal, if not superior, rank to the prisoner.

31. Any number of prisoners may be tried together for an offence committed collectively, but when more prisoners than one are tried by the same court, and they are arraigned upon separate and distinct charges, the court is to be re-sworn at the commencement of each trial, and the proceedings of each trial are to be conducted and recorded separately.

32. It is important that every trial by court once begun should, as far as possible, proceed with strict regularity and without interruption to its conclusion. The court have the power of granting an adjournment, but they should in no case permit an adjournment for the purpose of obtaining further evidence, either on behalf of the prosecution or of the prisoner, unless they are satisfied that such adjournment and production of further evidence will not render the trial unjust, and ought reasonably to be allowed, in order to assist the courts of justice. Great care is therefore to be taken, both by the prosecuting officer and the prisoner, to have ready at the trial all the witnesses and documents which they may desire to produce in support of their respective cases.

33. The accused is to be furnished, within a reasonable time before trial, with a copy of the charge to be preferred against him.

34. In framing charges, care should be taken to render them specific in names, dates, and places, but all non-essential minutiae are to be avoided.

35. A charge of "disgraceful conduct" is never to be preferred unless the offence is clearly of a felonious or fraudulent nature, or of a cruel, indecent, or unnatural kind.

36. No person under the rank of a petty officer is to be brought to trial by court on a first charge of drunkenness only. If, however, he is to be tried for another offence, a charge of drunkenness may be added as a separate charge. In cases of frequent drunkenness, the evidence given from the Defaulters' Book is to specify the date, place, and circumstance of each previous instance of drunkenness. The entries in the Defaulters' Book are to be conclusive evidence of the previous instances of drunkenness therein stated.

37. In every case in which a prisoner pleads guilty, the court is, notwithstanding, to receive and to report in the proceedings such evidence as may afford a full knowledge of the circumstances, as it is essential that the facts and particulars should be known to those whose duty it is to report on the case or who have discretion in carrying the sentence into effect.

38. After any person has been found guilty of the charge or charges preferred against him, the court is to inquire into and record the prisoner's former convictions (if any) and any sentence which he may be undergoing; also his age, service, and any decorations or other honorary rewards he may be in possession of. These particulars are required for the guidance of the court in awarding punishment, as well as for that of the confirming authority in sanctioning the award. The evidence under this head is to be given, whenever possible, by a commissioned officer who is not a member of the court.

39. The minutes of the proceedings of all courts martial are to be fairly and accurately recorded in a clear and legible hand, without erasures. When interlineations, which should be avoided as much as possible, are necessarily made, they are to be verified by the president's initials. The pages are to be numbered, and the sheets, when more than one, are to be fastened together. Care is to be taken that sufficient space, at least half a page, is left immediately below the signature of the president for the signature and remarks of the confirming authority.

40. Whenever a court is re-assembled for the purpose of revising their proceedings, the letter, order, or memorandum, or a copy thereof containing the instructions to the court and the reasons for requiring the revision is to be attached to and form part of the proceedings.

41. All trials shall be conducted in accordance with the rules of procedure appended to the Queen's Regulations and Admiralty Instructions in force for the time being, so far as such rules may not be inconsistent with the provisions of the *Defences and Discipline Act* 1890 and Acts amending the same.

42. When any person has been tried and sentenced by a court, and his punishment has been wholly remitted, his conviction is to be recorded; but when the proceedings of a court are quashed, on account of their illegality or from any other circumstances, such person is to be relieved from all consequences of his trial, and all record of it is to be erased.

43. At any trial held under the Act a prisoner may have a person to assist him during the trial, whether a legal adviser or any other person. A person so assisting him may advise him on all points, and may on his behalf examine and cross-examine witnesses, and address the court as in civil cases.

Part V.—Rank and Command.

1. The officers of the Permanent Naval Forces shall be divided into two branches, viz., a Military and a Civil Branch. The Military Branch, comprised of the under-mentioned officers, shall rank in the following order:—

Commandant.
 Commanders.
 Lieutenant-Commanders.
 Lieutenants.
 Sub-Lieutenant.
 Chief Gunner
 Chief Torpedo Gunner } According to date of
 Chief Boatswain } Commission.
 Gunner }
 Boatswain } According to date of Warrant.

2. THE RELATIVE RANK OF OFFICERS OF THE NAVAL AND MILITARY FORCES IS LAID DOWN IN THE FOLLOWING TABLE:—

Naval Forces.		Military Forces.	
Executive Branch.	Civil Branch.		
Naval Commandant	—	Military Commandant	—
Commanders	Paymasters of 15 years. Fleet Engineers. Chief Engineer of 10 years, according to date of Commission.	Lieut. Colonels	Officer commanding Artillery. Assistant Adjutant-General at Head-Quarters. Assistant Quartermaster-General. Chaplain to the Forces, 1st Class. Brigade Surgeons.
Lieutenant-Commanders and Lieutenants of 8 years seniority	Paymasters over 8 and under 15 years. Staff Surgeons. Chief Engineers under 10 years.	Majors	Commanding Engineer. Deputy Assistant Adjutant-General for Militia. Chaplain to the Forces, 2nd Class. Surgeon Majors. Assistant Commissary-General. Veterinary Surgeons, 1st Class.
Lieutenants under 8 years	Paymasters under 8 years. Engineers of 6 years. Surgeons. Assistant Paymaster.	Captains	Garrison Instructors. Surgeons. Deputy Assistant Commissary-General. Veterinary Surgeons. Deputy Judge Advocate
Sub-Lieutenant	Engineers under 6 years. Chief Gunners } Chief Boatswains } Chief Carpenters }	Lieutenants	Inspector of Ordnance Machinery. Paymaster Victorian Artillery. Quartermasters.
—	Gunners .. Boatswains. Carpenters.	With, but after, Lieutenant	
—	Clerk.	1st Class Warrant Officers	

Where not otherwise stated, officers will rank according to date of Commission.

OFFICERS OF THE CIVIL BRANCH.

3. Notwithstanding the relative rank and authority conferred by these Regulations on officers of the Civil Branch, they are in all such matters and details as relate to the service on which they are employed, the duties of the Fleet, and to the discipline and interior economy of ships, to be subject to the authority of the officers of the Military Branch; and in no case shall they be deemed to be superior in rank, or take precedence of, the officer appointed to command the ship or establishment in which they are employed, or the officer or other person on whom the command of such ship or establishment may properly devolve in the absence of the officer appointed to the command thereof.

4. Officers of the Civil Branch are not to assume any Military command whatever, either afloat or on shore, but under the Captain or other superior officer they shall have all necessary authority within their own departments, and according to their relative rank, for the due performance of their respective duties, and they are to be obeyed accordingly by their subordinates.

COMMAND AND RANK.

5. All commands shall belong to the senior combatant officer present on duty, irrespective of the branch of the service to which he belongs, and subject to the order of command laid down in articles 135, cap. III., of the Queen's Regulations, Admiralty Instructions.

6. The Commanding Officer of the Naval Brigade shall not retain such command for a longer period than seven years from the date of his appointment thereto, except on the special recommendation of the Commandant.

7. Officers of the Naval Brigade shall rank with officers of Her Majesty's Regular Forces as juniors of their respective ranks, and rank with officers of the Permanent Force of the colony according to the rank and date of their commissions.

8. The relative precedence of officers holding commissions of the same rank and date shall be determined by date of previous commissions, and, where there are none, by the order in which they appear in the *Government Gazette*.

SHIP'S COMPANY.

9. Petty officers, seamen, and others shall rank and command as laid down in the following Table. Those printed in *italics* are not entitled to take Military command:—

TABLE.

Chief Petty Officers.

<i>Master-at-Arms.</i>	<i>Chief Torpedo Artificer.</i>
<i>Chief Gunner's Mate.</i>	<i>Chief Carpenter's Mate</i>
<i>Chief Boatswain's Mate.</i>	<i>(skilled).</i>
<i>Chief Captain of the Fore-castle.</i>	<i>Engine-room Artificer.</i>
<i>Chief Quartermaster.</i>	<i>Chief Leading Stoker.</i>
<i>Chief Yeoman of Signals.</i>	<i>Ship's Steward.</i>
<i>Chief Engine-room Artificer.</i>	<i>Ship's Berth Steward.</i>
	<i>Ship's Cook.</i>

First-class Petty Officers.

<i>Ship's Corporal, 1st class.</i>	Captain of the Hold.
<i>Ship's Corporal, 2nd class.</i>	Sailmaker.
<i>Gunner's Mate.</i>	Ropemaker.
<i>Boatswain's Mate.</i>	<i>Carpenter's Mate.</i>
<i>Captain of the Forecastle.</i>	<i>Caulker.</i>
<i>Captain's Coxswain.</i>	<i>Blacksmith.</i>
<i>Quartermaster.</i>	<i>Torpedo Artificer.</i>
<i>Yeoman of Signals.</i>	<i>Armourer.</i>
<i>Coxswain of the Launch.</i>	<i>Plumber.</i>
<i>Captain of the Maintop.</i>	<i>Painter, 1st class.</i>
<i>Captain of the Foretop.</i>	<i>Leading Stoker.</i>
<i>Captain of the Quarterdeck Men.</i>	<i>Bandmaster.</i>

Second-class Petty Officers.

Coxswain of the Pinnacle.	Captain of the Mizentop.
Second Captain of the Fore-castle.	Sailmakers' Mate.
Second Captain of the Main-top.	Coxswain of the Cutter.
Second Captain of the Fore-top.	<i>Cooper.</i>
Signalman.	<i>Caulker's Mate.</i>
Second Captain of the Quarterdeck Men.	<i>Painter, 2nd class.</i>
	<i>Plumber's Mate.</i>
	<i>Musician.</i>

Remainder of Ship's Company.

Leading Seamen.	<i>Plumber's Crew.</i>
<i>Shipwright.</i>	<i>Cooper's Crew.</i>
Yeoman of Store-room.	<i>Writer.</i>
Second Captain of the Hold.	Training Seaman.
Sailmaker's Crew.	Signalman, 3rd class.
Able Seaman.	<i>Training Stoker.</i>
Signalman, 2nd class.	<i>Cooks, Stewards, and Servants.</i>
<i>Stoker.</i>	<i>Bandsman.</i>
<i>Blacksmith's Crew.</i>	Boy.
<i>Tinsmith.</i>	Naval Apprentice.
<i>Armourer's Crew.</i>	
<i>Carpenter's Crew.</i>	

Part VI.—Salutes and Ceremonies.

1. Royal salutes will be fired on the anniversaries of—

H.M. Birth ...	24th May
„ Accession ...	20th June
„ Coronation ...	28th June

2. On the above occasions H.M. Victorian Navy are, weather permitting, at eight a.m. to be dressed with flags over all. Victorian Ensign at the mast-heads.

3. At noon the *Nelson* is to fire a Royal salute, the same to commence with the second gun of the flagship if in the harbor, otherwise at noon.

4. When a foreign ship of war is present, an officer should be sent the day previous to inform the captain of what will be done on the occasion, and should the foreign ship of war also dress ship, &c., an officer is to be sent to thank the captain for his courtesy in so doing.

5. H.M. Victorian ships are to be dressed over all on the Colonial Anniversary Day (26th January), also on the Prince of Wales Birthday (9th November), unless under way for target practice.

Funeral Parties.

6. Funeral parties are to be composed, as far as possible, in accordance with the following scale, in addition to the officers and men who may voluntarily accompany the procession, but the officer in charge of the whole procession is not to be below the rank of a lieutenant.

Rank of Deceased.	Firing Party.	Commanded by—
Commander ...	200 men ...	Lieutenant.
Lieutenant ...	100 men ...	Lieutenant.
Sub-lieutenant ...	40 men ...	Sub-lieutenant.
Warrant Officer ...	30 men ...	Sub-lieutenant.
1st Class Petty Officer, 26 men and all Juniors	...	1st Class Petty Officer.

7. The firing parties are to be accompanied by a proportionate number of junior officers and petty officers and a bugler.

8. The pall is to be supported by officers and others of equal rank to the deceased.

9. In the case of an officer, all available officers of the ship to which he belonged are to attend.

10. The order of the funeral procession:—

	Firing party.	
	Band.	
Pall bearers.	Corpse.	Pall bearers.
	Chief mourners.	

Followers—Juniors in front going, *vice versa* returning.

11. Three volleys will be fired over the graves of all officers, petty officers, seamen, and boys.

12. The instructions for marching, firing, &c., as laid down in Field Exercise are to be strictly adhered to.

13. The dress for officers is to be frock coat, epaulettes, white gloves, and a band of crape round left arm.

14. No member of the Naval Brigade shall be buried with Naval honours, except by the express desire of his friends, notified to the commanding officer.

Part VII.—Uniforms.

Permanent Force.

1. Officers and men shall wear the uniform prescribed in the Queen's Regulations for officers and men of the Royal Navy (as set forth in the Dress Regulations of October, 1891, for officers of H.M. Navy), with the following modifications:—

- (a) In the Executive Branch, instead of the loop worn on the upper stripe, a diamond is to be substituted, of $\frac{3}{4}$ -inch inside diameter.
- (b) Chief warrant officers to wear $\frac{1}{2}$ -inch lace, with same device.
- (c) First-class warrant officers to wear $\frac{1}{4}$ -inch lace, with same device.
- (d) Second-class warrant officers the same as first-class, but without buttons on the sleeves of coat.

2. In the Civil Branches, the uniform is to be the same as in the Royal Navy, excepting that all officers in the Civil Branches will wear a gold star, of the same dimensions as that worn on the epaulettes, on the centre of the cuff, one inch above the distinguishing stripe or stripes.

3. Petty officers, men, and boys, same as in the Royal Navy. (See Table II.)

4. Servants, cooks, and stewards:—

Jacket: Blue cloth; brass buttons, six in number; crown and anchor.

Waistcoat: Blue cloth, five brass buttons.

Trousers: Blue cloth.

Cap: Blue cloth with peak, and two brass buttons for chin-strap.

They may be permitted to wear also a serge suit, with tunic and brass buttons.

Naval Brigade.

5. Officers shall wear full dress and undress uniform of similar description and pattern in every particular to that prescribed above for the Permanent Force.

6. Petty officers and seamen shall wear the same uniform as worn in the Permanent Force, with the exception of a distinctive white piping on the outside seam of the trousers, and white piping on shoulder seams of monkey jackets.

7. Warrant officers having over five years' service shall wear $\frac{1}{4}$ -inch lace and three buttons on the sleeve.

8. Warrant officers having less than five years' service shall wear $\frac{1}{4}$ -inch lace without buttons on the sleeve.

9. Members of the Brigade must appear in authorized uniform or in purely civilian dress.

10. Every member below the rank of officer will be supplied with uniform, which must be kept in good condition, fair wear and tear only excepted.

TABLE I.
UNIFORM REGULATIONS FOR OFFICERS, SHOWING
DRESS TO BE WORN ON SPECIFIED OCCASIONS.

No.	Dress.	Description.	Occasions when to be Worn.
I.	Full ..	Full Dress Coat .. Epaulettes Laced Trousers Cocked Hat Sword Full Dress Belt Decorations & Medals Boots with plain fronts White Gloves	(a) State occasions (levées, opening and closing of Parliament, &c). (b) When receiving the Sovereign or other crowned heads. (c) Ceremonies or entertainments where the Commandant considers it desirable to do special honour to the occasion.
II.	Ball ..	Undress Coat .. Epaulettes Laced Trousers White Waistcoat Decorations and Miniature Medals or Ribbons of Medals Boots with plain fronts White Gloves	At Official or Public Balls and Dinners, and at Evening Receptions.
III.	Frock Coat, with Epaulettes ..	Frock Coat Epaulettes Morning Waistcoat Trousers, plain blue or white Cocked Hat Sword Undress Belt Ribbons of Decorations or Medals Stars of Orders Boots with plain fronts White Gloves	(a) Courts-martial. (b) Funerals. (c) Boarding Foreign Men of War. (d) Exchanging Visits of Ceremony at foreign ports with foreign officers or other foreign functionaries.
IV.	Frock Coat ..	Frock Coat Morning Waistcoat Trousers, plain blue or white Cap Sword Undress Belt Ribbons of Decorations and Medals Boots or Shoes White Gloves	(a) Inspection by Commandant or Senior Officer. (b) Visits to Senior Officer. (c) Attending Surveys and Examinations. (d) Officers of Guard (except C. of No. 3). (e) Ordinary occasions of Duty and Ceremony on shore.
V.	Undress ..	Undress Coat (Monkey Jacket) Morning Waistcoat Trousers, plain blue or white Cap Sword Undress Belt Ribbons of Decorations and Medals Boots or Shoes Lace-up Boots without toe-caps for landing parties Brown Gloves	(a) Drills and Exercises afloat and on shore. (b) Officer of the day, with sword belt.
VI.	Mess Dress ..	Jacket Evening Waistcoat (blue laced) Laced Trousers Miniature Decorations and Medals, or Ribbons of Decorations and Medals Boots with plain fronts White Gloves	(a) Dinner in harbor at tables of Flag Officers, unless ball dress is ordered. (b) Evening Dances and Entertainments on shore or afloat. (c) Dinner at a Military Mess and Entertainments given by military officers when they appear in mess dress.
VII.	Mess Undress	Jacket Evening Waistcoat (blue laced) Plain Blue Trousers Ribbons of Decorations and Medals, or Ribbons of Miniature Decorations and Medals Boots or Shoes White Gloves	Dinner in harbor when guests are not entertained.
VIII.	White Undress	White Undress Coat .. Shoulder Straps White Trousers Helmet or Cap (white cover) Sword Undress Belt White Shoes on board Brown Gloves	(a) Occasions prescribed for (a) and (b) in No. III., note with helmet. (b) Occasions prescribed for (a), (b), (c), (d), (e), in No. IV. (c) Occasions prescribed for (a) and (b) in No. V.

NOTE.—White Cap Covers to be worn with White Trousers.
White Trousers to be worn by direction of Senior Officer present, observing that officers and men are to wear trousers of same color. This does not apply to men in working rig.

Mourning.—On all occasions of mourning, officers are to wear a piece of black crape, 2½ inches wide, round the left arm, above the elbow, and no other mark of mourning is ever to be worn unless specially ordered.

Part VIII.—Correspondence and Returns.

1. All correspondence and matters connected with the personal duties, discipline, and general efficiency of the force, intended for submission to the Naval Commandant, will be forwarded through the commanding officer. On no account is the Minister of Defence or Secretary to be addressed direct.

2. All officers whose duty it is to sign documents will do so in their own handwriting. Signatures impressed by a stamp should never be attached to letters and official documents forwarded to the Naval Commandant. Officers in temporary command will add to their signatures "For Officer Commanding."

3. When a communication has any reference to previous correspondence from the Naval Commandant, the registered number, date, and purport of the former papers are to be quoted.

4. Any officer who, on his own responsibility, transmits documents otherwise than through the proper channel must fully explain the causes which induced him to do so.

5. When officers in command obtain temporary leave of absence, or are incapacitated from performing their duty, the officer next in command is to open all official letters addressed to the commanding officer, and is to carry out any orders that may be contained therein. Commanding officers should on no account absent themselves even for a short period without informing the next senior officer, and arranging for all official letters to be opened and carried out.

Part IX.—Examinations.

The following examinations are fixed for the Permanent Naval Forces, but are applicable to the Naval Brigade also, as provided by the Regulations :—

OFFICERS.

PROGRAMME OF GUNNERY EXAMINATION FOR RANK OF SUB-LIEUTENANT IN THE VICTORIAN NAVAL FORCES.

FIELD EXERCISE.		Manual and firing exercise
Full Numbers	... 100	thoroughly, but without detail, to
Minimum—1st class	... 90	be able to drill in them and correct
" 2nd class	... 80	mistakes.

Squad and company drill, with detail; A slight knowledge of battalion movement.

HEAVY GUN DRILLS.		To take any number at a gun, and
Full Numbers	... 130	to drill in practice, with detail; All
Minimum—1st class	... 115	questions connected with the con-
" 2nd class	... 100	struction, parts of the gun, carriage
		and slide; Dismounting the gear;
		Adjusting and working compressor,
		&c.

Weights of guns, projectiles, and charges as given in Victorian Naval Gunnery Manual.

AMMUNITION.		Description and use of the dif-
Full Numbers	... 100	ferent fuses; Supply and stowage of
Minimum—1st class	... 90	projectiles, and proportion allowed;
" 2nd class	... 80	also filling shell; names, general
		manufacture, and use of the dif-
		ferent powders in the Victorian
		Navy; Description and stowage of
		cartridges and boat's stores.

MACHINE AND Q. F. GUNS.		To understand mechanism; To
Full Numbers	... 70	drill with full detail.
Minimum—1st class	... 60	
" 2nd class	... 30	

TURRET: To give full detail in hand-loading, with a good general knowledge of the fittings and working of the *Cerberus'* turret guns.

Full Numbers	...	70
Minimum—1st class	...	60
„ 2nd class	...	50

CUTLASS AND PISTOL. To perform the exercise and put a squad through without detail, but correcting all errors.

Full Numbers	...	60
Minimum—1st class	...	50
„ 2nd class	...	40

DIRECTOR AND GENERAL QUESTIONS ON SIGHTS, ARMOUR, FLOODING OF MAGAZINES. Manipulation of director correctly and quickly.

Full Numbers	...	70
Minimum—1st class	...	60
„ 2nd class	...	50

NOTE.—Candidates to pass must obtain 2nd class marks in each subject.

Full numbers	600
1st class numbers	515
2nd class numbers	450

PROGRAMME OF EXAMINATION IN TORPEDO WARFARE FOR RANK OF SUB-LIEUTENANT IN THE VICTORIAN NAVAL FORCES.

PRACTICAL ELECTRICITY. Joining up for firing charges; Testing batteries; Running and testing electric light machines; Fit primer tins; Junctions; Fit gun branches; Refitting tubes and fuses; Fit outrigger torpedo; Testing electric light lamps; Testing gun circuits; Making puddings; Test any circuits.

Full Numbers	...	200
Minimum—1st class	...	160
„ 2nd class	...	130

ELECTRICITY: Voltaic electricity; Constant batteries; Magnetism; Electric lights, wires, cables, tubes, fuses, detonators; Explosions; Explosives; Mines; Stores; Gun circuits; Bells and telephones; Net defence; Galvanometers; and all electrical instruments in use in the Victorian Navy.

Paper and Viva Voce.

Full Numbers	...	300
Minimum—1st class	...	240
„ 2nd class	...	195

MISCELLANEOUS. Boats, Signal board, semaphore, Morse, and Naval and commercial codes; Principal channels at the Heads; Be able to take charge of a 2nd class torpedo boat.

Full Numbers	...	100
Minimum—1st class	...	80
„ 2nd class	...	65

WHITEHEAD. To be able to perform the duties of any number at any tube or dropping gear; To manipulate all torpedoes externally, and prepare them for running; Drill without giving detail; Management of pistols; External differences; To work the director; To have a knowledge of air-pumps and reservoirs; Running torpedoes.

Practical and Viva Voce.

Full Numbers	...	300
Minimum—1st class	...	240
„ 2nd class	...	195

Full Numbers	900
Minimum—1st class	720
„ 2nd class	585

NOTE.—Candidates must obtain 2nd class marks in the Practical Electricity and Whitehead examinations in order to pass.

**EXAMINATION IN SEAMANSHIP FOR OFFICERS
OF VICTORIAN NAVAL FORCES.**

Subject.	Details.	Marks.
Anchor work ...	Working anchors and cables ...	50
Organization ...	Stowage of holds, store-rooms, provisions, coal, hawsers, explosives. Stationing a ship's company, including berthing and messing; Fire and collision quarters; Flooding Compartments, &c. ...	100
Rule of the Road	Thorough knowledge of ...	100
Manœuvring and Officer of Watch duties	Miscellaneous duties as officer of Watch taking up a berth; Collision; Taking in tow; Action of rudder and screws; Manœuvring vessels and torpedo-boats ...	150
Compass ...	Effect of ship's iron on compass, and methods of determining the deviation, and compensating same by magnets and soft iron Find the course to steer by compass to counteract effect of a given current, and calculate course made good Correct soundings, and find time of high water at any given place... ..	100
		<u>500</u>
	1st class marks	400
	2nd class marks	320

Candidates must obtain 75 per cent. of marks in Rule of the Road, and Compass, in order to pass.

**EXAMINATION IN LOCAL NAVIGATION AND
PILOTAGE FOR OFFICERS OF VICTORIAN
NAVAL FORCES.**

Subject.	Details.	Marks.
Pilotage ...	A thorough knowledge of the local pilotage inside the Heads; a good knowledge of the coast of Victoria, and all harbours on that coast; also of all tides, currents, prevailing winds, &c., on the coast of Victoria	200

For a 1st class certificate candidates must obtain 175 marks.
For a 2nd class certificate candidates must obtain 150 marks.

**PROGRAMME OF GUNNERY EXAMINATION FOR
RANK OF LIEUTENANT IN VICTORIAN NAVAL
FORCES.**

FIELD EXERCISE.		To perform accurately the manual and firing exercises squad and company drills, and to drill with full detail; To drill a battalion without detail, and to know the duties of the battalion officers.
Full Numbers ...	230	
Minimum—1st class ...	185	
" 2nd class ...	150	
HEAVY GUN DRILL.		To perform accurately the duties of any number at the gun, and to be able to instruct and drill with full detail; Preliminary drill and practice—To answer any questions on any subjects connected with the construction and parts of the gun, carriage and slide, dismounting the gear, adjusting and working compressors, fittings and workings of all guns in the Victorian Navy.
Full Numbers ...	280	
Minimum—1st class ...	225	
" 2nd class ...	170	

AMMUNITION.		<p>Description and use of fuses; Supply and stowage of projectiles; Filling and marking, and the proportion allowed; Names and use of the different powders in the cartridges in use in the Victorian Navy; Material, marking, filling, and hooping and proportion allowed; Construction, stowage, and working of magazines and shell rooms; Supply of stores to boats; Tables and fuse implements; Questions on gunpowder and other explosives, and to be able to give a general description of the manufacture and classification of gunpowder; Questions on S.A., M.G., and Q.F. ammunition, and a general knowledge of the compositions used.</p>
Full Numbers	... 200	
Minimum—1st class	... 160	
" 2nd class	... 120	
RIFLE PRACTICE.		<p>Preliminary Drill—Lessons in cleaning arms and position drill to be learned by heart; A thorough knowledge of the aiming drills and blank firing.</p> <p>Practice—How conducted at different distances, size of targets and butts, precautions, orders.</p> <p>Ranges, &c.—To be able to dismount and remount a service rifle, and name all the parts, and answer any questions thereon.</p>
Full Numbers	... 90	
Minimum—1st class	... 75	
" 2nd class	... 60	
CUTLASS AND PISTOL.		<p>To put a squad through with full detail, and to perform the exercises correctly.</p> <p>To take any number and drill with full detail; A thorough knowledge of the fittings and mode of working turrets and guns as in <i>Cerberus</i>; Method of sighting, &c.</p>
Full Numbers	... 50	
Minimum—1st class	... 40	
" 2nd class	... 30	
TURRET.		<p>The fittings, mechanism, and working of all machine and Q.F. guns in the Victorian Navy; Full detail for machine and Q.F. gun drill.</p>
Full Numbers	... 120	
Minimum—1st class	... 95	
" 2nd class	... 70	
MACHINE AND Q.F. GUNS.		<p>To drill a battery of guns or a turret's crew, and to give any detail required.</p>
Full Numbers	... 100	
Minimum—1st class	... 80	
" 2nd class	... 60	
DRILLING.		<p>Manipulation of director, correctly and quickly.</p>
Full Numbers	... 100	
Minimum—1st class	... 85	
" 2nd class	... 70	
USE OF DIRECTOR.		<p>One paper on the Theory of Gunnery; Gun construction as applied to guns in the Victorian Navy; Breech mechanism, rifling, sighting, compressors, armour, &c.</p>
Full Numbers	... 40	
Minimum—1st class	... 36	
" 2nd class	... 32	
THEORETICAL.		
Full Numbers	... 190	
Minimum—1st class	... 150	
" 2nd class	... 110	
<p>Candidates must obtain the minimum for 2nd class marks in all subjects to pass.</p>		

PROGRAMME OF TORPEDO EXAMINATION FOR RANK OF LIEUTENANT, VICTORIAN NAVAL FORCES, IN TORPEDO WARFARE.

ELECTRICITY:		<p>Bickford's fuse and pistol; Joining up batteries for firing charges; Testing batteries; Testing lightning conductors; Running and testing electric light machines; Fit primer tins; Fit a mine, either as E. C. or E. M.; Fit circuit closers; Fit a gun branch; Junctions; Re-fitting tubes and fuses; Testing gun circuits; Puddings.</p>
<i>Practical Examination.</i>		
Full Numbers	... 200	
Minimum—1st class	... 160	
" 2nd class	... 130	

ELECTRICITY:		Voltaic electricity; Constant batteries; Magnetism; Electric light; Atmospheric electricity, wires, cables, fuses; Explosions; Explosives, mines, sub-marine mining; Stores; Attacks on mine fields; Gun circuits; Bells and telephones; Creeping, sweeping, and net defence.
<i>Examination Paper and Viva Voce.</i>		
Full Numbers	... 300	
Minimum—1st class	... 240	
„ 2nd class	... 195	
ELECTRICAL MEASUREMENTS.		Working out problems; Balancing; Find E.M.F. and internal resistance. Thorough knowledge of galvanometer, and all electrical instruments used in the service.
Full Numbers	... 100	
Minimum—1st class	... 80	
„ 2nd class	... 65	
MANAGEMENT OF TORPEDO BOATS.		Signals (semaphore, Morse, Naval and commercial codes); Navigation of all channels at Heads used by torpedo boats; Boat evolutions; Management of a flotilla, and be able to take charge of any torpedo boat or flotilla of torpedo boats.
Full Numbers	... 200	
Minimum—1st class	... 160	
„ 2nd class	... 130	
WHITEHEAD:		Construction of torpedoes; Sketch any part of any torpedo; Theory of director and problems; Questions on balance chamber; Description and capabilities of boats; Distribution of crews, &c.; Air pumps and reservoirs.
<i>Paper.</i>		
Full Numbers	... 300	
Minimum—1st class	... 160	
„ 2nd class	... 130	
WHITEHEAD:		To be able to part and put together any torpedo or air pump; management of pistols.
<i>Practical.</i>		
Full Numbers	... 200	
Minimum—1st class	... 160	
„ 2nd class	... 130	
WHITEHEAD:		To know all drill as laid down in the drill-book, and to be able to perform any duties at the torpedo tubes; also the dimensions and differences of all torpedoes.
<i>Drill and Viva Voce.</i>		
Full Numbers	... 100	
Minimum—1st class	... 80	
„ 2nd class	... 65	
Full Numbers	... 1,300	
Minimum—1st class	... 1,040	
„ 2nd class	... 845	
Candidates to pass must obtain 2nd class marks in—		
Practical electricity,		
Management of torpedo boats,		
Signals, &c.,		
Whitehead paper.		

**EXAMINATION FOR RANK OF WARRANT OFFICER
IN THE VICTORIAN NAVAL FORCES.**

SUBJECTS:

- (1) School course as laid down for Instructor.
- (2) Use of the sextant, to be able to take angles and ascertain distances, and to lay out a target.
- (3) The use of the director.
- (4) Correct and lay off a course.
- (5) To have a good knowledge of the local navigation and sailing directions for Port Phillip, as laid down in Manual for the Victorian Naval Forces.
- (6) The rule of the road at sea.
- (7) To have a thorough knowledge of gunnery and torpedo, as laid down in table B, and of subjects in para. 1, 3, 4, 6, 7, 8, 10, and 11 in table C in torpedo.

Part IX.—Examinations.

TABLE A.

Qualifications for Able Seaman.

In addition to his "seaman's" capabilities, a Training Seaman will be required to qualify as follows:—

In Signals.—To know and be able to distinguish any flags in the Naval Code and to be able to make and take in a Semaphore Message.

In Gunnery.—To pass the examination laid down in Table B for Trained Men.

In Torpedo.—No examination.

TABLE B.

**DETAILS OF EXAMINATION FOR SEAMEN-GUNNERS,
TORPEDO MEN, AND TRAINED MEN.**

Gunnery.

All candidates must be A.B., and able to read and write; and, furthermore, they must possess the following qualifications. They will be required—

1. Heavy and Light Guns—

- (a) To have a good knowledge of the principal parts of the guns, carriages, slides, and compressors, and to be able to instruct in such.
- (b) To know the general instructions for M.L. and B.L. guns, including 4.7-inch Q.F., as contained in the Drill Manual for the Victorian Naval Forces.
- (c) To be able to give practical instruction in preliminary drill, and the firings in practice for M.L. and B.L. guns, and to be able to perform the duties of any No. efficiently.

2. Field Exercise—

- (a) To know, and be able to teach, the names of the different parts of the rifle.
- (b) To be able to give practical instruction in rifle exercise by numbers, or in quick time, without minute detail, and to be able to perform the same in a highly efficient manner.
- (c) To be able to perform their duties in the ranks of a squad in an efficient manner, and to impart practical instruction in squad drill with full detail in Sections 7, 9, 15, 24, 26, 29, 30, 31, 32, 33, 35, and all squad skirmishing.
- (d) To be able to perform their duties in the ranks of a company in an efficient manner, and to do the duties of a "marker."

3. Fuses and Ammunition—

- (a) To know by sight, and to be able to readily fit, any fuse in use with the guns of the Victorian Navy, and to be able to give a general description of their action.
- (b) To know by sight the different projectiles for M.L. and B.L. guns in the Victorian Navy, their distinguishing marks and their uses.
- (c) To know how to distinguish and fire signal rockets and signal lights, and portfires, primers, and tubes.
- (d) To have a knowledge of all explosives as contained in the Manual for the Victorian Naval Forces, and the instruction for filling shell, and tables of projectiles and charges in use.
- (e) To understand the arrangements of magazines and shell-rooms, the supply of ammunition, flooding valves, &c.
- (f) To know what stores are supplied in manning and arming boats.

4. *Cutlass and Pistol Drill*—

- (a) To be able to put a party of men through the drill without detail, but to correct the errors, and to be able to efficiently perform the drill themselves.
- (b) To prove themselves fair shots with a pistol.

5. *Turret Drill*—

- (a) To understand the general working of the turret, and to be able to perform the duties of any No. in turret drill.
- (b) To understand the sighting of turret guns.

6. *Machine and Q.F. Gun Drill*—

- (a) To understand the mechanism and working of the Machine and Q.F. Guns, to take any No., and perform the duties efficiently, and to be able to shift any parts of the gun or mechanism which are liable to become disabled in action.

7. Candidates will require to obtain the following points to qualify as 1st, 2nd, or 3rd class shots:—

Firings.	Averages.	Class for firing.
—	8 points and over	... 1st class.
—	6 „ 8	... 2nd class.
—	4 „ 8	... 3rd class.

8. No man shall be rated as Seaman Gunner until he reaches the standard of a 2nd-class shot.

9. Points are awarded in accordance with page 421 Gunnery Manual for H.M. Fleet.

FINAL CLASSIFICATION.

Numbers gained in each instruction:—

91 to 100,	V.G.I.	Qualification.
81 to 90,	V.G.	„
71 to 80,	Good	„
60 to 70,	Fair	„
Below 60,	Indifferent	„

To qualify as Gunnery Instructor.—Candidates must obtain 85 per cent. in the total, but “Fair” in any subject will disqualify a man.

Candidates will be expected to drill with full detail in all subjects, and must show that they are able readily to instruct, take command of, and drill a body of men.

To qualify as Seaman Gunner.—Candidates must obtain 75 per cent. in the total, but “Indifferent” in any subject will disqualify a man.

Candidates will be expected to drill without minute detail, and to be able to impart a fair amount of instruction. Men likely to make good Instructors will be noted.

To qualify as Trained Man.—Candidates must be 3rd-class shots, and must obtain 65 per cent. in the total, but they will not be expected to drill or to give any instruction, nor to do the duties of marker.

TABLE C.

DETAILS OF EXAMINATION FOR SEAMEN-GUNNER
TORPEDO MEN.*Torpedo.*

Candidates will be required to qualify in Torpedo work as follows:—

- (1) *A thorough knowledge* of the practical working of the Whitehead Torpedoes in use in the Victorian Navy, and of different methods of discharging them.

A good knowledge—

- (2) Of construction and use of Electric Batteries employed in the service, and how to test and renovate them.
- (3) Of wires in use in the service, and methods of junctions, &c.
- (4) Of fitting, testing, joining up, and laying out of charges, and all precautions necessary for the same.
- (5) Of testing and tracing all Circuits, except Dynamos, but including Lightning Conductors.
- (6) Of Detectors, Firing Keys, Resistance and Test Coils, 20 and 1,000 ohm Galvanometers and mercurial Circuit Closers.
- (7) Of Voltaic Electricity as applied to bells, telephones, &c.

- (8) Of Magnetism.
- (9) Of Gun-cotton, Dynamite, Detonators, Fuses, &c., and how supplied, packed, tested, and stowed.
- (10) Of management and use of Dynamos and Search Lights.
- (11) Of Net defence.
- (12) Of the drill as laid down in the Torpedo Manual.

MARKS AND CLASSIFICATION.

For S.G.T.

- 300 Whitehead torpedo.
- 500 Electricity, *vivá voce* and practical.

800

For Instructor.

- 500 Whitehead, practical.
- 200 Whitehead, paper.
- 500 Electricity, *vivá voce* and practical.
- 200 Paper.
- 200 School course.

1,600

Classification.

- 90 per cent., V.G.S.
- 80 " V.G.
- 70 " Good.
- 60 " Fair.
- Below 60 " Indifferent.

To qualify as Torpedo Instructor.—Candidates must obtain 85 per cent. in the total, but "Fair" in any subject will disqualify a man.

Candidates will be expected to drill with full detail in all subjects, and must show that they are able readily to instruct, take command, and drill classes.

To qualify as S.G.T.—Candidates must obtain 75 per cent. in the total, but "Indifferent" in any subject will disqualify a man.

Candidates are expected to drill without detail.

TABLE D.

QUALIFICATION AND EXAMINATION FOR "INSTRUCTOR."

In Gunnery.—As laid down in Table B.

In Torpedo.—A thorough knowledge of course laid down for S.G.T. in Table B, and a good knowledge of the following :—

- (1) Practical use of the Whitehead Director.
- (2) The whole of the internal parts of all Whitehead torpedoes and air pumps, and to be able to give detail for all drills as laid down in the Torpedo Manual.
- (3) Theory of all Cells used in the service.
- (4) Testing and tracing the leads of all Dynamos.
- (5) Wheatstone's Bridge and the reflecting Galvanometer.
- (6) Theory of Dynamos, including the use of Ammeters and Voltmeters.
- (7) Explosives generally.
- (8) Attacks on and defence of Mine Fields.
- (9) Theory of Wheatstone's Bridge and Balancing. Proof of formula for testing lightning conductors. Internal resistance by fusing wires. Electro motive force by equal deflection method.
- (10) To take command of any Torpedo boat, and to have a thorough knowledge of all channels through which they can pass.
- (11) Semaphore and signals generally.

SCHOOL COURSE.

- (1) To write a good hand and spell well.
- (2) To know the first four rules of arithmetic, least common multiple and simple proportion.
- (3) A good knowledge of vulgar and decimal fractions.
- (4) To be able to work simple problems in Electricity.

APPENDIX.

SCHEDULE OF RETURNS REQUIRED FROM NAVAL FORCES.

The following Lists of RETURNS are to be forwarded so as to reach the Naval Commandant not later than the 5th of the month,

Form No.	Return.	To be furnished by—	Date on which Return is to be furnished.	For the information of—	Remarks.
I.	Drills, gunnery and torpedo, carried out during the past quarter	Gunnery Lieutenant	1st of each quarter	Naval Commandant	
II.	Number of men who have passed through rifle practice; and Number of marksmen—1st, 2nd, and 3rd class shots	Ditto	As soon as practice is completed	Ditto	
III.	Report on state and condition of Q.F. ammunition	Ditto	1st January and 1st July	Ditto	
IV.	Report on condition and state of powder and shell	Board appointed by the Naval Commandant	1st January each year	Minister of Defence and Naval Commandant	
V.	Return showing the number and nature of projectiles, filled cartridges for each gun, amount of M.G. and small-arm ammunition; the number of tubes, electrical and frictional; the number of fuzes; amount and description of powder in bulk on Naval charge, and number, &c., required to complete	Ditto	1st January and 1st July	Naval Commandant	
VI.	Number of rounds fired from each description of gun and small arm	Gunnery Lieutenant	1st July	Minister of Defence	To enable the annual expenditure to be checked.
VII.	Return of all drills and instructions carried out in the Permanent Force during the year	Ditto and Torpedo Lieutenant	Ditto	Ditto	
VIII.	Annual report of Torpedo work	Torpedo Lieutenant	1st January	Minister of Defence and Naval Commandant	
IX.	State and condition of all ships	Fleet Engineer and Carpenter	Ditto	Minister of Defence	
X.	State and condition of all engines and machinery	Fleet Engineer	Ditto	Naval Commandant	
XI.	Monthly Returns of— Appointments, promotions, discharges Issue of provisions Strength of Naval Forces Stores expended	Paymaster Ditto Ditto Ditto	Monthly Quarterly	Paymaster Naval and Military Forces Secretary of Defence and Controller of Stores Paymaster Naval and Military Forces	
XII.	Quarterly return of sale of clothing	Ditto	Ditto	Paymaster Naval and Military Forces	
XIII.	Report on all recruits who have joined the service	Principal Medical Officer	1st January and 1st July	Naval Commandant	
XIV.	Report on the state and condition of all medical stores and appliances	Ditto	Ditto	Ditto	
XV.	Return of drills and instructions carried out in Naval Brigade during the past year	Officer commanding the Naval Brigade	1st July	Minister of Defence	
XVI.	Return of all men passed for higher ratings in (a) gunnery, (b) torpedo; also names of men promoted and men discharged	Ditto	1st of every month	Naval Commandant	
XVII.	Return giving the names of men who have not earned their retainer during the preceding quarter	Ditto	1st of each quarter	Naval Commandant	
XVIII.	Return showing proposed drills for ensuing quarter	Ditto and Gunnery Lieutenant	20th of April, July, September, and December	Ditto	
XIX.	Return showing number of men who have been through musketry course, the number of marksmen, 1st, 2nd, and 3rd class shots	Officer commanding the Naval Brigade	As soon as completed	Ditto	This return to be furnished in duplicate.

