

a book showing all receipts of money on account of the Board, and all disbursements made, and shall at the statutory meetings in each quarter present to the Board a report of the finances and a statement showing the balance at the bank verified by banker's certificate that the balance represented in the pass-book is correct. He shall, subject to the control of the Board, have charge of all books and papers and other property of the Board, and shall give receipts for all moneys payable to, and disburse amounts payable by, the Board. He shall lay all correspondence before the Board.

*Bankers.*

9. The Board shall have the sole appointment and removal of the bankers. The bankers shall be the Union Bank of Australia (Limited), and all moneys shall be banked at least once a week.

*Finance Committee.*

10. A committee may be appointed from time to time by the Board, which shall exercise supervision in all matters relating to the finances of the Board. This committee shall be known as the Finance Committee.

*Payment of Accounts.*

11. All payments of £1 or upwards shall be made by cheques upon the bankers of the Board, signed as the Board may from time to time decide.

*Financial Year.*

12. The financial year of the Board shall expire on the 30th day of June in each year (Fire Brigades Act, 1908, section 42, clause 1), and all accounts shall be made up to and including that day for audit. A statement showing the receipts and disbursements of the Board for each financial year shall be presented to the Board, duly audited, in the month of September in each year.

*Auditor.*

13. The books, accounts, and vouchers of the Board shall be audited by the audit officer of the Audit Department (Fire Brigades Act, 1908, section 42, clause 2).

*Common Seal.*

14. The common seal of the Board shall be in the custody of the Secretary, or other officer authorized by the Board, but shall not be affixed to any document except by order of the Board as recorded in the minute-book, and shall only be affixed in the presence of two members of the Board; and every document for which such seal is required shall be signed by two members and by the Secretary of the Board.

*Confirmation of Minutes of Preceding Meeting of Board.*

15. The minutes of any preceding meeting of the Board not previously confirmed shall be read as the first business at all meetings of the Board, and no discussion shall be permitted thereupon except as to their accuracy as a record of the proceedings. The minutes, if confirmed, shall then be signed by the Chairman.

*Order of Business at Meetings of the Board.*

16. The order of business of an ordinary meeting of the Board, after the minutes of the preceding meeting have been read and signed, shall be as follows, or as near thereto as practicable:—

- (1.) Reading of copies of letters sent by authority of the Board, if called for.
- (2.) Reading letters received, and considering and ordering thereon.
- (3.) Presentation of reports of committees and officers.
- (4.) Ordinary business.
- (5.) Payments.
- (6.) Extraordinary business and new rules and regulations.
- (7.) Other motions of which previous notice has been given.
- (8.) Notices of motion.

And the order of business at a special meeting shall be the order in which such business stands in the notice thereof, and no other business shall be discussed at such special meeting unless by the unanimous vote of the members present.

*Vote, how taken.*

17. The Chairman shall in taking the vote on any motion or amendment put the question first in the affirmative and then in the negative, and shall declare his opinion as to which party has the majority; any member may, however, call for a division upon any question. The Chairman at any meeting shall have a casting vote as well as a deliberate vote.

*Notices of Motion.*

18. Any member of the Board may bring forward such business as he may consider advisable in the form of a notice

of motion, such notice to be dated and given in writing to the Secretary at least seven clear days previous to the meeting at which same is to be considered, or to be given by the intending mover to the Secretary at the close of the meeting of the Board.

*Mover of Motion.*

19. No notice of motion shall be proceeded with unless the member who has given such notice, or some one authorized by him in writing, shall be present when the business shall be called in order; and motions must be moved in the order in which they have been received, and if not so moved, or postponed, shall be struck out.

*Press.*

20. All meetings of the Board shall be open to the Press, unless otherwise determined; but strangers will not be permitted to be present at meetings of committees unless at the request of such committees.

BY-LAWS FOR THE MAINTENANCE OF DISCIPLINE AND THE ENSURING OF GOOD CONDUCT OF THE PERMANENT, VOLUNTEER, AND AUXILIARY MEMBERS OF THE FIRE BRIGADE.

*Appointments and Promotions of Officers.*

1. The appointment of the Superintendent and Deputy Superintendent, shall be made by the Board. The appointment of foremen shall be made by the Board, due consideration being given to the recommendation of the Superintendent as to engagement of men not heretofore in the service of the Board, or as to promotion of officers or men in the Board's service.

*Qualifications for Membership of Brigade.*

2. Candidates for appointment must be physically strong men, free from any defect in limb, hearing, or sight. They must be not less than eighteen years of age, nor more than thirty-two years, unless they have been previously and recently engaged as active and efficient firemen, or are otherwise thoroughly competent: in such cases the age-limit may be extended to forty years. They will be required to produce testimonials as to character and ability. They will also be required to produce certificate of birth, or other satisfactory proof of age, if required. If applicants have served in a fire brigade they must produce a certificate of discharge from the last brigade in which they served.

*Application for Enrolment.*

3. Applications for enrolment must be made in form set out in Schedule A to these by-laws, and applicants shall only be enrolled as members of the brigade on their application being approved by the Superintendent.

*Members on Appointment to serve a Term of Probation.*

4. Eligible candidates, when finally approved, will be accepted as members of the brigade on probation only, the term of which shall not be less than three months. If at the end of such term the probationer shall have given satisfaction to the Superintendent, and have proved himself suitable, his appointment to the brigade may be confirmed by the Board.

*Engagement terminable by Board without Reason assigned.*

5. All engagements or appointments made by the Board may be cancelled or annulled without any reason being assigned.

*Retiring-age.*

6. The age at which members of the brigade shall retire from the service shall be as follows: Superintendent and Deputy Superintendent, sixty-five years; engineers and foremen, fifty-five years; firemen and motormen, fifty years; but the Board may, if it thinks fit, in any special case extend these limits for a further five years, but no more.

*The Superintendent.*

7. The duties and powers of the Superintendent, in addition to those specified in the Act, shall be as follows:—

- (1.) He shall be responsible to the Board for the efficiency of the members of the brigade, and all gear used in its service.
- (2.) He shall have the power to suspend any member for breach of discipline, or misconduct of any description, at any time, but must at once report in writing such suspension to the Board. The member suspended may appeal to the Board, who will hold an inquiry into the alleged breach of discipline or misconduct. At such inquiry the suspended member shall be present, and have the right to speak in his defence, and, if he desires, bring witnesses in support of same.