

(h.) He shall prepare requisitions for all goods, materials, or stores required for the service of the brigade, and submit same on the first day of each month to the Secretary of the Board. On the requisitions being approved, and the goods, materials, or stores delivered, he shall check same as to numbers, weights, and quantities, and shall certify to having received same, and that they are in accordance with the approved requisitions. In cases of urgency he may purchase goods or order repairs to the value of (not exceeding) £5, and shall at once report such purchases or orders for repairs to the Secretary of the Board, and state the reason of the urgency. Except as herein provided he shall have no power to purchase on behalf of the Board, nor to in any way pledge the Board's credit for goods, materials, or stores, or for repairs. The Superintendent shall strictly adhere to any arrangements made by the Board for obtaining goods in accordance with accepted tenders, or shall advise the Board that better results can be obtained by calling for tenders.

(i.) He shall keep or cause to be kept a store ledger, in which shall be entered all property of the Board in charge of the brigade. Such ledger shall record the number, weights, or quantities of each article in charge at the first of each month, expenditure during month, and the numbers, weights, or quantities of each article remaining at the first day of the month following. Such store ledger shall be produced at each meeting of the Board, if required.

(j.) He shall have power to arrange the days in each week and the times in each year when and during which paid members shall be entitled to leave of absence as provided by clause 11 of this by-law, and not exceeding the hours therein mentioned; and he shall have power to grant leave of absence to the auxiliary members for any period not exceeding one month in any one year; and he may, for sufficient reason, either from stress of work or other cause, cancel any or all leave at any time. Any leave of absence for longer periods than stated shall only be granted by the Board on a written request from the member to the Superintendent, and accompanied by a recommendation from the Superintendent that the same be allowed.

(k.) He shall, as soon as conveniently may be done after the receipt by the brigade of a call to attend any fire or false alarm, report to the Secretary of the Board on the form provided for that purpose such particulars as to the call as shall be required by the said form.

(l.) He shall keep, in a book provided for that purpose, a roll of the members of the brigade, and enter or cause to be entered therein the attendance of each member at all drills, practices, fires, false alarms, and the reason for the absence of any member. Such roll-book shall contain the names, ages, occupations, and addresses of members; and record of attendances shall be produced for inspection at each meeting of the Board.

(m.) He shall at the close of each half-year (namely, on 30th June and 31st December in each year) prepare a brief confidential report for presentation to the Board, dealing with the efficiency of the personnel and material of the brigade, with recommendations for any changes or alterations therein.

(n.) He shall prepare all returns that may be required under the Fire Brigades Act.

(o.) He shall perform any duty that the Board may from time to time assign to him.

14. In the absence of the Superintendent from any cause the Deputy Superintendent, or, in his absence, the next senior officer, shall have and exercise all the powers and duties laid down for the Superintendent.

15. Every member of the brigade must obey the lawful orders of his superior officers only, and must conform to all the rules and regulations which have been made or which may be made from time to time by the Board, and all orders and instructions which may be issued from time to time by the Superintendent in exercise of the powers conferred on him by the Board and entered in the order-book hereinbefore provided to be kept.

16. In the absence of the Superintendent or Deputy Superintendent at any fire, the senior officer present shall assume command of all members attending such fire, including volunteers and private brigades, and all members shall work under his orders only.

17. Misconduct or breach of discipline by any member of the brigade shall constitute a breach of the by-laws, and the Board may, in its discretion, inflict fines up to a sum not exceeding £2 in the case of a paid member, or £1 in the case of an auxiliary member receiving any pay or allowance, for every separate offence, or may dismiss such member. Any fines as aforesaid shall be stopped from any pay or allowance due to the offending member.

18. For misconduct or breach of discipline by any officer, in addition to the fines provided by paragraph 17, the Board may reduce such officer in rank.

19. On discharge from the Board's service either by resignation or dismissal, each member must return to the station to which he may be posted, in good order and condition (fair wear-and-tear excepted), every article of clothing or equipment the property of the Board which may be on issue to him; and in the event of his failing so to do, the cost of any article of clothing or equipment not returned, or returned in a damaged condition, shall be charged to him, and deducted from any pay or money that may be due to him, or recovered by process of law.

20. Donations by the public in recognition of the brigade's services shall be the property of the brigade, and shall be paid into a separate account to be operated on by the Chairman of the Board and the Superintendent, and shall be used in providing for the comfort and recreation of the members or otherwise for the benefit of the brigade in accordance with regulations the brigade may make and the Board approve.

21. The Board may from time to time establish and maintain, protect, remove, or otherwise deal with electrical fire-alarm circuits within the fire district as may seem fit.

22. The Board shall have power from time to time to fix a scale of charges for maintenance or control or use of the fire-stations or fire-alarm circuits connected therewith.

23. The Superintendent may, with the permission of the Board or Chairman or Deputy Chairman, should occasion require, permit a portion of the brigade and plant to be taken outside the limits of the fire district, or on shipping for the purpose of extinguishing fires, and upon such occasions the following scale of charges shall be made:—

Motor engine, steamer, horses, horse-reels, including cleaning of plant; chief officer and eight men,—

	£	s.	d.
First hour	13	0	0
Second hour	7	10	0
Third hour	5	5	0
Chemical engines, first hour	8	8	0

The times to be computed from the time of leaving the station. Any other plant or service shall be charged for as the Board may from time to time direct.

24. The Board may arrange that an annual fee be paid for retaining the services of such plant (as may be specified) at the above rates, provided always that the services of such plant are not available should the same be required within the fire district.

25. The Board may permit a portion of the brigade or plant to render services other than at fires under special circumstances, and in such cases charges may be made in same manner and under same schedule as for services of brigade and use of plant for attending fires outside the fire district, or as the Board may consider adequate.

26. The charge for services of members of brigades at theatres, music-halls, and the like shall be, for each fireman, 3s. 6d. for each performance; not more than two firemen allowed for each theatre.

27. All fees received for inspection of buildings and reports thereon to the owners are to be paid to the Board.

Owners or occupiers of buildings inspected by the Superintendent, or such officer as he may appoint, under section 51 of the Fire Brigades Act, 1908, shall pay to the Board fees for such inspections as follows: The sum of 10s. for premises licensed to hold more than five hundred persons, and the sum of 5s. for premises licensed to hold under that number; provided always that in cases where the Timaru Borough Council remits the license fee the Board may in like manner remit the inspection fee.

PART II.

Regulations for insuring Discipline and Good Conduct of Paid Members of the Brigade.

The conditions of service for paid members of the brigade shall be as hereunder set out, and such conditions of service shall be signed by every member on entering the service of the Board.

1. Every member is to devote the whole of his time to the service of the Board, and in any capacity as may be required of him by the Board.

2. He is to serve and reside wherever it may suit the requirements of the Superintendent.

3. He is promptly to obey all lawful orders from the persons in authority over him.

4. He is to obey all the by-laws and regulations of the service which may be made from time to time by the Board.

5. If any member withdraws without leave or notice, he will forfeit all pay due to him, and, further, will be liable to be formally dismissed by the Board; but this condition does not apply to officers. Unless with the written consent of the Board, two weeks' notice shall be given by a member to the Board of his intention to terminate the agreement of service with the Board, and the service of a member shall be liable