

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

*Ranking of Officers.*

7. After the Superintendent and Deputy Superintendent officers shall rank in order of seniority of appointment.

*Retiring-age.*

8. The age at which members must retire from the brigade shall be as follows: Superintendent or Deputy Superintendent, sixty-five years; foreman, sixty years; firemen, 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.

*Care of Uniform and Equipment.*

9. Uniforms and equipment of pattern and design approved by the Board will be issued to members of the brigade on enrolment, but shall remain the property of the Board, and each member of the brigade on resigning from or otherwise leaving the brigade shall return all articles on issue to him clean and in good order and condition, fair tear-and-wear only excepted, and in the event of his failing so to do the value of the articles not returned or returned in a damaged condition shall be deemed a debt due to the Board by the member of the brigade, and may be recovered by process of law.

*The Superintendent.*

10. The duties and powers of the Superintendent, in addition to those conferred by 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 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 may be present and have the right to speak in his defence, and, if he desires, bring witnesses in support of same.

(3.) He shall keep an Order-book in which from time to time all orders affecting the working of the brigade shall be entered. Such Order-book or a copy of the orders therein shall be available for inspection by members of the brigade at all times.

(4.) He shall allot such duties to the members of the brigade as he shall deem necessary for ensuring the efficiency thereof, and may withdraw any member from any special duty and allot him fresh duties at his (the Superintendent's) discretion.

(5.) He shall keep a Store-book, in which shall be entered all property of the Fire Board, the date of purchase, and the date it was used or condemned.

(6.) He shall keep the Service Record Book, containing the names, occupations, places of birth, dates of birth, dates of joining and discharge from the brigade.

(7.) He shall perform any further duty in connection with his position which the Fire Board may from time to time assign to him.

*Discipline.*

11. A member of the brigade guilty of any of the following offences whilst going to, present at, or returning from any drill, practice, false alarm, or fire, shall be liable to suspension from duty by the Superintendent:—

- (a.) Being in an intoxicated condition.
- (b.) Disobeying any lawful order of his superior officer.
- (c.) Using abusive or insubordinate language to his superior officer.
- (d.) Striking his superior officer.
- (e.) Using obscene language.

A member of the brigade committing either of the following offences shall be reported to the Board by the Superintendent:—

- (a.) Wilfully damaging any portion of the brigade's premises or other property of the Board.
- (b.) Absenting himself without sufficient excuse from any drill or practice ordered by the Superintendent or from any false alarm or fire.

*Penalty for Breach of Discipline.*

12. For breach of discipline by any member of the brigade the Board may inflict such monetary penalty, not exceeding £1, as it deems necessary, and such penalty when inflicted shall be deemed a debt due by the member of the brigade to the Board, and may be recovered by process of law; or the Board may, if it thinks necessary, dismiss any member from the brigade without assigning any reason for such dismissal,

and such dismissed member shall thereupon cease to be a member of the brigade, but shall remain liable for any money due by him to the Board. In case of wilful damage to the brigade premises or other property of the Board the Board may order the member or members causing such damage to make good the value of the damage done, and such value shall be deemed a debt due to the Board and may be recovered by process of law.

*Monetary Penalties, to whom paid and how disposed of.*

13. All moneys due to the Board under clauses 9 and 12 of this by-law shall be paid to the Secretary of the Board, and shall be recoverable by him, and when received shall be paid into and form part of the Board's funds.

*In absence of Superintendent, the Deputy Superintendent or Senior Officer to take his Place.*

14. In the absence of the Superintendent, the Deputy Superintendent or, in his absence, the next senior officer shall have control of the brigade, and all powers conferred on or duties imposed on the Superintendent by this by-law shall be deemed conferred on or imposed on the officer so in control.

*Leave of Absence.*

15. Leave of absence for any period not exceeding fourteen days may, on the application of any member of the brigade, be granted by the Superintendent, who shall record same in his Occurrence Book. Any member of the brigade desiring leave of absence for a longer period than fourteen days shall apply in writing addressed to the Superintendent, who shall forward such application to the Secretary of the Board, with such recommendation as he may think fit, and leave of absence for such longer period shall only be granted by the Board.

*Insurance of Members.*

16. The Board will insure members of the brigade with the United Fire Brigades Accident Society against accident whilst working at fires from time of call to return to station, also whilst at any drills or practice ordered by the Superintendent or other officer for the time being in control of the brigade, and also whilst practising for or taking part in any Fire Brigades Demonstration, but beyond this no liability shall attach to the Board by reason of accidental injury to any member of the brigade.

*Brigade may make Rules.*

17. Subject to the approval of the Board, and provided they in no way conflict with any provision of this by-law, the brigade may make rules and regulations for its own government.

*Brigade Premises not to be abused.*

18. Gambling shall not be permitted on any part of the brigade premises, nor shall any noisy recreation be indulged in therein or thereabout on Sundays.

*Members to salute Superintendent and Deputy Superintendent.*

19. Foremen and firemen shall at all times salute Superintendent and Deputy Superintendent when addressing or being addressed by them whilst on duty.

*Purchase of Stores or effecting of Repairs to be sanctioned by the Board.*

20. Stores required for the use of the brigade, and repairs required to any of the premises or gear, shall only be obtained or carried out by direction of the Board on requisition signed by the Superintendent. Neither the Superintendent nor other officer for the time being in control of the brigade shall have any authority to purchase on behalf of the Board, nor to in any way pledge the Board's credit for repairs or material.

*Members of the Brigade not to write to the Press on Fire Brigade Matters.*

21. No member of the brigade shall, under any circumstances, write any letters or furnish information to the Press on matters connected with the Board or brigade, save that in the event of no superior officer being present the senior on duty may give particulars regarding any fire which has been attended.

The foregoing by-laws were made by the Balclutha Fire Board at a duly constituted meeting of the said Board held on Wednesday, 12th June, 1918.

The common seal of the Balclutha Fire Board was affixed hereto by order of the Board this 24th day of June, 1918.

A. BISHOP, Member.  
J. R. HUNTER, Member.  
WM. CARROLL, Secretary.