

Press.

38. 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.

PART II.

IN RELATION TO FIRE BRIGADES.

39. All officers of brigades shall be appointed by the Board, and due consideration shall be given by the Board to the recommendation of the Superintendent in the engagement of members of brigades and in respect of the promotion of officers or men in the Board's service.

Ranking of Officers.

40. After the Superintendent and the Deputy-Superintendent, members of the brigade shall be classed as follows: Foreman, senior-fireman, motorman, and fireman; and they shall rank according to numbers or rotation of service in their respective station.

Qualifications for Membership of Brigade.

41. Candidates for appointment must be physically strong men, free from any defect in limb, hearing, or sight, and will be required to undergo a medical examination by such legally qualified practitioners as the Board may appoint, fee to be paid by candidate, but to be refunded by the Board after twelve months' service. They must not be less than 21 (twenty-one) years of age, nor more than 32 (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 40 (forty) years. They must be able to read and write, and 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.

Members on Appointment to serve a Term of Probation.

42. 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. During the probationary service the Superintendent may dispense with the services of any probationer for any cause which he (the Superintendent) shall deem sufficient.

Engagement terminable by Board without Reason assigned.

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

Retiring-age.

44. The age at which members of the brigade shall retire from the service shall be as follows: Superintendent, Deputy Superintendent, and District Superintendents, 65 (sixty-five) years; motormen and foremen, 55 (fifty-five) years; firemen, 50 (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.

45. In addition to the powers and duties conferred and imposed by section 31 of the Act, the duties and powers of the Superintendent shall be as follows:—

(1.) He shall be responsible to the Board for the efficiency of the officers and members of the Brigade, and all gear used in its service.

(2.) He shall have the power to suspend any officer or 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 shall be present, and have the right to speak in his defence, and, if he desire, bring witnesses in support of same.

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

(4.) He shall keep a store-book, in which shall be entered all property of the Fire Board, the date of purchase, and the date when it was first used, and when condemned.

(5.) He shall keep the service-record book, containing the names, occupations, places of birth, date of birth, dates of joining and discharge from the brigade, with awards and punishments by the Board in proper manner.

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

Duties of a Station-keeper.

46. To take charge of the motors, reels, escapes, and all gear, property of the Board in or upon his station.

To keep the premises and all appliances in thorough working-order, and to see that the reels, motors, and escapes are in position, and ready in every particular to turn out immediately on a call being received.

To take charge of all men resident on the station, and to maintain a strict system of discipline at all times in the absence of the Superintendent or Deputy Superintendent.

To see that all electrical and other communicating appliances are maintained in proper working-order and report.

To obey implicitly all orders of his superior, and to exact the same implicit obedience from those serving under him.

To see that all orders of his superior, as far as they refer to matters under his control, are carried out in the most effective manner.

To set an example to his men by his sobriety, cleanliness, promptitude, civility, and general attention to his duties.

Under no circumstances must purchase of tools, stores, fodder, or materials of any description be made by any Station-keeper without first obtaining an order in writing of the Board in the requisition forms provided. Accounts for gas, water, electric light, and all other supplies must be duly certified as correct, and forwarded to the Secretary monthly.

No Station-keeper or other member of a brigade shall permit or allow any stranger to go or remain upon any part of the Board's premises without permission from the officer in charge.

No Station-keeper shall permit or allow any female under the age of 21 (twenty-one) years to go or remain upon his station unless such female is related to a member of the brigade or accompanied by an elder person.

Finally, in regard to these matters and to all others not above specified, the officer in charge shall be held responsible for the efficient working of the station in every particular.

General Duties of a Fireman.

47. To be always available for duty except with the special permission of the Superintendent or senior acting officer.

To be civil and respectful in demeanour, and clean in appearance.

To perform all duties entrusted to him in a prompt and efficient manner.

To study and otherwise endeavour to be able to perform the duties of his superiors should he be called upon so to do.

48. Every fireman appointed as a resident member is to reside on the station in such quarters as the Superintendent may allot to him.

Watch-room Duty.

49. Upon receiving a call to a fire, whether by telephone or other means, the fireman on duty must immediately record the time and ring the bells.

Upon receipt of a call to a fire the man on station duty must see that the officers are informed of the locality of the occurrence.

When a call is received at night, and the lights of the station have been turned up for the occasion, the man on station duty must turn them down again as soon as the appliances have left the station.

The police must be informed as soon as possible of a call to a fire.

The station-duty man must promptly inform the water-works on a call being received, being careful to name the exact locality of the fire.

Upon receiving a call from outside the city or town limits the station-duty man must at once inform the Superintendent, or officer in charge, but must not ring the bells unless ordered to do so.

The watch-room at all stations is to be used for brigade business only.

The man on duty must be at all times acquainted with the whereabouts of all the officers attached to the station.

Uniform.

50. Members of brigades shall be mustered once a month, and their uniform and accoutrements inspected.

General Behaviour.

51. Any member of the brigade guilty of intoxication, disobedience of orders, insubordination, abusive or obscene language shall thereby render himself liable, under the conditions of service, to instant suspension or dismissal.

Gambling is strictly forbidden on any part of the Board's premises.

Any member or members of the brigade who shall damage the property of the Fire Board wilfully, must make the same good at his or their own cost.