

Members of brigades shall at all times salute all superior officers when addressing or being addressed by the latter on a point of duty.

No member of a brigade shall enter, or in any way use the Board room except on business.

No member of the brigade provided with married quarters shall on any account allow any person except his wife and children to sleep in such quarters without the written permission of the Superintendent.

No noisy recreation shall be indulged in on brigade premises on Sunday.

*General Station Duty.*

52. The officer in charge of a station must be promptly informed of all messages or other business requiring the attention of the Superintendent, and shall give or send the same to the Superintendent at the first opportunity.

No member of a brigade shall, under any circumstances, write any letters or give any information to the Press regarding the business of the Board, except the foreman in charge of the station, who may give particulars regarding fires, in the absence of a superior officer.

Members of the brigade after the Superintendent shall be classed as follows: Deputy-Superintendent, foreman, senior fireman, motorman, and fireman; and they shall rank according to numbers or rotation of service in their respective station. Promotion will be awarded on the recommendation of the Superintendent and must be approved by the Board.

In the absence of all officers the senior fireman present shall assume command of the brigade.

No man dismissed from the brigade shall be reinstated, except upon recommendation of the Superintendent.

Any member or members of the brigade wishing to make a statement to the Superintendent may do so on request.

The caretaker shall from time to time examine all appliances and keep them in order. He must report any defect which he may discover to the Superintendent or senior acting officer.

*General Instructions: Orders must be given clearly and distinctly.*

53. At fires and drills and at all other times orders must be given in a clear and distinct manner, and continual shouting must be avoided as much as possible. Every officer should cultivate his manner and tone of voice in giving orders, and no officer shall use violent language to members of the brigade.

*Firemen should keep to the left when meeting in narrow places.*

54. When men are approaching one another on a stairway, in a passage, or in any narrow place, each should keep to his left if possible.

*Senior Officer's Appliance must not be passed.*

55. When the senior officer is in charge of an appliance, none other moving in the same direction may pass him without permission.

*Performance of Particular Service at Fires must be reported immediately.*

56. When working at a fire, any officer or fireman instructed by the Superintendent or officer in charge to perform any particular service must, at the earliest moment, report that he has executed the same, or why he has failed.

*Drill Calls to be varied as regards Times.*

57. In the practice of turning out the motors or reels for drill, an officer should vary the time of call as much as possible, so that it may be unexpected by the men, and thus prove a true test of their readiness and general efficiency.

*Excessive Routine to be avoided.*

58. Officers must use discretion, so as to avoid excessive routine and consequent worrying of the men.

*Promptness at the beginning of a Fire all-important.*

59. Officers must remember that at the beginning of a fire avoidance of loss of time is all-important, and that quickness and judgment are therefore the qualifications most required of them. Enormous loss of property may result from too much attention to detail at such a moment.

*No Unnecessary Lengths of Hose to be run out at the Beginning of Fire.*

60. In the first stage of a fire only sufficient hose to reach the fire should be run off, so that no time may be lost by passing the water through unnecessary lengths of hose and in unnecessary handling.

*Doors and Windows of Burning Building to be kept closed until the Fire is attacked.*

61. Especial care must be taken at all times to keep the doors and windows of a burning building closed until every preparation has been made for attacking the fire. Neglect of this precaution gives the flames a chance to spread, with the result that a fire that might have been extinguished with one jet of water may obtain a strength beyond the power of all appliances of the brigade to subdue.

*Memorandum for Motormen.*

62. Motormen are instructed to proceed at a moderate pace, when turning corners, going over crossings, and in all crowded places.

*Conditions of Service.*

63. Every member shall obey all orders of the persons in authority.

64. Every member shall obey and conform to such regulations as may be made from time to time by the Board.

65. No member shall resign or withdraw himself from his duties unless he shall first have received written permission from the Superintendent, or unless he shall have given to such officer twelve hours' previous notice in writing.

66. Every member shall be liable to immediate dismissal for negligence or misconduct, and to forfeiture of any pay due to him, not exceeding five pounds (£5).

67. Every member shall be liable to suspension by the Superintendent, or, in his absence, by any other responsible officer of the brigade, for negligence or misconduct. Every case of suspension shall be brought before the Board at its first meeting after the suspension, and the Board may either reinstate the member or continue the suspension for a further period or dismiss the member from the service.

68. Any member dismissed from the service, or who may resign from the service, shall immediately deliver up all clothes and accoutrements that have been supplied to him by the Board; and if, in the opinion of the Superintendent, any article or articles supplied shall have been improperly used or damaged, a deduction from the pay or moneys due to the member shall be made sufficient to cover the loss sustained, or such loss may be recovered by process of law.

69. Every member in the employ of the Board will, as often as the Board shall consider necessary, be supplied with a suitable uniform and accoutrements, for the safety, cleanliness, and good order of which the member will be held responsible. Such uniform and accoutrements remain and are the property of the Board. Any member wilfully damaging or disposing of all or any portion thereof will be prosecuted.

70. Every member in the service of the Board will be furnished with a number to be worn on the collar of his tunic, in addition to such other distinguishing mark as the Board may approve.

71. Every member on joining a brigade is required to make himself acquainted with the regulations in force, and also with such other regulations as may be made from time to time by the Board.

72. No member under any pretence whatever shall leave the locality of a fire without the instruction or permission of the officer in charge of the fire.

73. No member shall take any intoxicating liquors while on duty without permission of the officer in charge at a fire, or practice, or other duties.

74. No member shall be entitled to any pay during the time he shall remain under suspension from duty unless the Board on investigation of the circumstances acquit him from all blame in the matter.

75. Unless otherwise provided, two weeks' written notice given on either side shall terminate the agreement for service.

76. Any member being desirous of absenting himself from the district for any reason must first obtain permission from the Superintendent, and, should the Superintendent so desire, the member must provide a substitute during such absence, and payment of the substitute must be made by the member.

77. The Superintendent may grant leave of absence at any time to such number of the men as the Board may approve.

78. There shall be held during each year twenty-four (24) drills or practices at times and places to be decided upon by the Superintendent. Any member of the brigade or police who fails to attend eighteen (18) of the practices or drills, or two-thirds of the fire calls received during each year, shall be deemed to have forfeited his membership, and shall be dismissed by the Superintendent.

79. Members of the brigade shall be liable for the following fines:—

For absence without leave, a fine of two shillings and sixpence (2s. 6d.) for each offence.