

- (g) He shall keep an order-book in each station, in which all orders and instructions to the members of the Brigade shall be entered. Such orders shall be dated and signed by the Superintendent. This order-book shall be kept at such place in each station that all members may have access to it, and it shall be the duty of the members to make themselves acquainted with the orders and instructions contained therein. One of the order-books shall be produced at each meeting of the Board if required.
- (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 to strictly adhere to any arrangements made by the Board for obtaining goods in accordance with accepted tenders, or to advise the Board that better results can be obtained by calling for tenders.
- (i) He shall keep, or cause to be kept, an inventory ledger in which shall be entered all property of the Board in charge of the Brigade.
- (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 12 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. Such roll book to contain the names, ages, occupations, and addresses of members.
- (m) He shall prepare all returns that may be required under the Fire Brigades Act.
- (n) He shall perform any duty the Board may from time to time assign to him.
15. 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.
16. 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.
17. 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.
18. 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.
19. For misconduct or breach of discipline by any officer, in addition to the fines provided by paragraph 18, the Board may reduce such officer in rank.
20. 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.
21. Donations by the public in recognition of the Brigade's services shall be the property of the Brigade to be used in providing for the comfort and recreation of the members, or otherwise for the benefit of the Brigade, in accordance with the regulations the Brigade may make and the Board approve.
22. 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.
23. The Board shall have power from time to time to fix a scale of charges for maintenance or control or use of the fire-station or fire alarm circuits connected therewith.
24. 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, subject to the payment by the owner or occupier of any building, and by the owner or agent of any ship or vessel of such charges as the Board shall from time to time consider adequate.
25. The Board may arrange that an annual fee be paid for retaining the services of such plant at such charges as may have been determined by the Board; provided always that the services of such plant are available, and the same are not required within the fire district.
26. 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 such charges may be made as for services of the brigade and use of plant for attending fires outside the fire district, or as the Board may consider adequate.
27. The charge for services of members of Brigades at theatres, music halls, and the like, shall be for each fireman, 5s. 6d. for each evening attendance and 5s. for each afternoon attendance. Not more than two firemen for each building.

PART II.

BEING REGULATIONS FOR ENSURING 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 services 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. One week's notice shall be given by a member to the Superintendent of his intention to terminate his agreement of service with the Board, and the service of a member shall be liable to be terminated by the Superintendent on one week's written notice being given to such member. If any member withdraws without such notice, he will forfeit all pay to him, and be formally dismissed from the service, but this condition shall not apply to officers.
6. Every member is liable to immediate dismissal without any notice for unfitness, negligence, or misconduct, independently of any fines to which he may be liable, as provided by clause 18 of this by-law, and if he be dismissed from the service he is liable to forfeit the whole of his pay then due.
7. Members of the Brigade must address in writing all applications and communications on Brigade matters to the Superintendent, who will consider them and forward them on to the Board, with a recommendation for or against, unless they are such as he is empowered to deal with himself.
8. Members must keep their boots and uniforms in a neat tidy condition and in good repair; and any failure to do so will be considered neglect of duty.

PART III.

BEING REGULATIONS FOR ENSURING DISCIPLINE AND GOOD CONDUCT OF THE AUXILIARY MEMBERS OF THE BRIGADE.

The conditions of service for auxiliary members of the Brigade shall be as hereunder set out, and such conditions