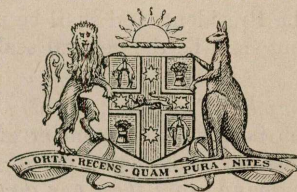


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Chief Secretary's Office,
Sydney, 12th November, 1913.

THE subjoined By-laws, made by the Board of Fire Commissioners of New South Wales, under the provisions of the "Fire Brigades Act, 1909," having been approved by His Excellency the Governor, with the advice of the Executive Council, are published in accordance with the requirements of the above cited Act.

FRED FLOWERS.

BY-LAWS for Governing the Conduct of Business by the Board of Fire Commissioners of New South Wales, made under the provisions of the Fire Brigades Act, 1909.

All previous By-laws are hereby repealed, and the following substituted therefor:—

1. The office of the Board of Fire Commissioners, and the Headquarters of Fire Brigades for the State of New South Wales, shall be at 217 Castlereagh-street, Sydney, or at such place as the Board may appoint.

- Ordinary meetings 2. The Board shall meet for the transaction of ordinary business on such days, and at such times and places, as the Board may from time to time determine.
- Extraordinary meetings. 3. The President may, or on the written requisition of three members of the Board the Secretary shall, call extraordinary meetings, of which each member shall receive at least twenty-four hours' notice.
- Committees. 4. The Board may delegate any of its powers to Committees consisting of such member or members as it may think fit, but any Committee so formed shall, in the exercise of its powers so delegated, conform to any directions that may be imposed upon it by the Board. Each such Committee shall report to the Board.
- Agenda papers. 5. The Agenda Papers for the meetings of the Board shall be compiled on such days and in such manner as the Board may direct.
- Notice of motion. 6. Any member desiring to submit any business shall communicate such in writing to the Board, in the form of a motion, which must be in the hands of the Secretary at least two clear days prior to the date for the next ordinary meeting.
- Amendment of by-laws. 7. Any member may, by giving seven clear days' notice in writing, submit to the Board at one of its ordinary meetings, or at an extraordinary meeting, any motion for the purpose of altering, amending, rescinding, or extending any by-law or regulation authorised under the existing Fire Brigades Acts.
- Members not to vote if personally interested. 8. A member of the Board shall not vote in any matter in which he may be personally interested by way of profit. During the discussion of the matter the member so interested shall withdraw from the Board-room unless by the unanimous consent of the members present he be permitted to remain.
- Secretary. 9. The Secretary to the Board, or other officer acting in his stead, shall attend all meetings of the Board or Committees of the same, and shall read the correspondence and assist the President in recording the minutes. He shall be responsible for laying of correspondence before the Board.
- Seal. 10. The Common Seal shall be placed in the custody of the Secretary, who shall keep it securely locked up in the office. The seal shall not be affixed to any document except by order of the Board as recorded in the minute-book. It shall be affixed at the time of such record, and witnessed by at least two members of the Board, and by the Secretary or any other officer authorised by the Board in that behalf.
- Fees. 11. The fees allowed the Board shall be divided equally amongst the members thereof, exclusive of the President, and shall be paid monthly.
- Travelling expenses. 12. The following shall be the general scale of allowances for travelling expenses of the Board:—
- (1.) *Journeys occupying less than one day:—*
In cases of journeys where a member of the Board can return to headquarters in the same day, only actual out-of-pocket expenses will be allowed.
- (2.) *Journeys occupying more than one day:—*
In cases of journeys occupying more than one day, 1 guinea (£1 1s.) shall be allowed for each day away from headquarters. The day of departure from, and the day of arrival at, headquarters shall count as one day. The cost of conveyance by rail, steamer, coach, &c., will also be allowed, but any member in possession of a railway pass shall not charge for any journey covered by such pass.
- Financial year. 13. The financial year of the Board shall commence on the 1st January and end on the 31st December of every year.
- Cheques. 14. All payments of £1 and over shall be made by cheques upon the bankers of the Board, which shall be signed by not less than two members of the Board, and countersigned by the Secretary or other officer authorised by the Board.
- Chief Officer. 15. The reports of the chief officer for the Board shall be submitted by the Secretary to the Board.
- Reports of Divisional Officers. 16. The reports of divisional officers, after being dealt with by the chief officer, shall be forwarded to the Secretary, with such remarks as the chief officer may desire to make.
- Records of inspection. 17. A record shall be kept of the movements of divisional officers, and exhibited at each weekly meeting of the Board.

OFFICERS AND OTHERS.

Application of By-laws.

1. These by-laws shall apply to the whole of the clerical staff of the Board of Fire Commissioners.

Responsibility of Secretary.

2. The Secretary shall be responsible to the Board for the proper control and management of the office.

In furtherance of this by-law, attention is directed to the necessity of—

- (a) Effecting economy in dealing with and in the use of all the Board's property, in the methods of working, and the number of officers employed.
- (b) Keeping a detailed record of all leave of absence granted to the staff.

- (c) Encouraging officers to submit suggestions for increasing the efficiency of the office, or for diminishing the work to be performed and expenditure to be incurred.

Knowledge of Acts and By-laws.

3. Every officer is required to make himself acquainted with the provisions of the Fire Brigades Acts and of all by-laws promulgated thereunder. Ignorance of any such provision or by-law will not be accepted as an excuse for any breach thereof.

A copy of the Acts and by-laws shall be kept available for the use of the officers concerned.

Repeal of By-laws.

4. All by-laws heretofore made are hereby repealed, provided that such repeal shall not affect the previous operation of any by-laws so repealed, or anything duly done thereunder, or any right or obligations already acquired, accrued, or incurred, or any remedy or proceeding in respect thereof.

Repeal of Repealing By-law does not Revive Original By-law.

5. No by-law repealed by a later by-law shall be revived by the repeal of such later by-law.

Hours of Business.

6. The office of the Board shall be open for the transaction of business between the hours of 9 a.m. and 4.30 p.m. from Monday to Friday inclusive, and between 9 a.m. and 12 noon on Saturday.

Time Allowed for Luncheon.

7. One hour will be allowed daily to every officer for luncheon, at such time as the Secretary may arrange, so as to prevent any interference with the transaction of public business.

Attendance-book.

8. Every officer, unless specially exempted by the Board, shall enter daily in the attendance-book the time of his arrival and departure, and shall sign the same.

The book shall be accessible for signature up to 9.15 o'clock a.m., and shall not be produced for recording departures until the proper hour for ceasing work.

The Secretary shall be responsible for the proper keeping of the attendance records and the due observance of the prescribed hours of attendance.

The allowance of the quarter of an hour before the withdrawal of the attendance-book in the morning must only be considered as a concession to meet emergent cases.

Irregularity of Attendance.

9. Any officer arriving at the office after 9.15 o'clock a.m. shall report himself to the Secretary, or in his absence to the next in seniority, and the latter shall record the time of arrival in the attendance-book.

The Secretary shall report to the Board any officer found to be habitually irregular in his attendance, or who has been absent without leave during office hours.

Subordination of Officers.

10. Every officer shall obey promptly all instructions given to him by the officer under whose immediate control or supervision he is placed.

If any officer have ground of complaint he may appeal through the Secretary to the Board, but he shall carry out the instructions given until they be reversed by competent authority.

Absence from Duty.

11. No officer shall be absent from duty without authorised leave unless reasonable cause be shown.

If any officer be prevented by illness or other cause from attending, he shall forthwith communicate with the Secretary, and shall furnish such evidence of illness or other cause as the Secretary may consider necessary.

If any officer absent himself without authority, or if no satisfactory explanation be given by him for such absence, the Board may deduct from the salary of such officer his pay for each day of such absence.

Duties of Absent Officers.

12. The duties of any absent officer shall be performed by his fellow-officers in such manner as the Secretary may direct.

Interchange of Duties.

13. Every officer shall endeavour, as far as practicable, to make himself conversant with the general business of the office.

Duty after Usual Hours.

14. Officers shall perform duty beyond the usual hours when required, or whenever it may be necessary to bring up arrears of work or carry out any emergency work.

Overtime.

15. Overtime shall mean time occupied in performing work which, from its character or from special circumstances, cannot be done during the prescribed office hours.

Overtime shall commence at 4.30 p.m. on week days and at noon on Saturdays, and shall continue until such time as the President of the Board shall direct. One hour shall be taken for meals, and shall be deducted from the overtime. Provided that no overtime shall be paid for unless the work extends to 8 p.m. on week-days or 3 p.m. on Saturdays. Provided also that no tea or luncheon money shall be allowed when overtime pay is given.

The Board's authority for working overtime shall first be obtained, except in emergent cases, where it must be obtained as soon as possible after commencement of the work.

Payment shall be made, with approval of the Board, on a full statement of the overtime worked.

Public Holidays.

16. Unless otherwise provided, when an officer be required to work on a public holiday he shall be allowed a day off; and for any part of a day less than four hours shall be allowed half a day off, at such time as the Secretary may deem convenient.

Overtime Pay.

17. Officers in receipt of a yearly salary of £150 and under shall receive overtime pay at the rate of 1s. 9d. per hour, and officers in receipt of salaries above £150 shall receive 2s. per hour.

Officers shall not remain in the office after 9 p.m. unless specially requested to do so.

A senior officer must be in attendance at the office, and supervise all overtime work.

Tea Money.

18. Officers who may be required to attend after the ordinary hours to bring up arrears of work may be allowed 1s. 6d. for tea money, provided they work up to 7 o'clock p.m., in which case half an hour, from 5.30 to 6 p.m., may be allowed for tea, and in case of Saturdays luncheon allowance of 1s. 6d. may be paid, provided the officers work up to 2 p.m.

When signing for tea money, the Secretary should certify that the work could not be done in reasonable time without retaining the staff after hours.

Civic Offices.

19. No officer shall accept or hold the office of treasurer, clerk, or auditor of a shire or municipality, or be an executive officer of any progress association.

An officer may accept and hold the office of president of a shire or mayor of a municipality, but shall resign such office if, in the opinion of the Board, the holding of such office be incompatible with the proper discharge of his official duties.

Public Comment on Administration of Board.

20. An officer shall not publicly comment upon the administration of the Board, or use for any purpose other than the discharge of his official duties information gained by or conveyed to him through his connection with the office of the Board.

Address or Testimonial.

21. No address or testimonial shall be accepted by an officer without the sanction of the Board in writing.

Care of Property of Board.

22. All officers shall be held responsible for the careful use and preservation of all property of the Board in their custody or care, and shall bring under the Secretary's notice any repairs, &c., requiring attention.

Monetary Transactions between Officers.

23. All monetary transactions between officers, or between them and any persons under them, are strictly forbidden.

Assignment of Salaries.

24. An officer's salary shall be paid as it falls due, to himself personally or to any friend or relative presenting a written authority to receive the same; but no payment shall be made to any person by virtue of any order or other document whereby an officer may have attempted to assign his salary to a money-lender or other creditor.

Information Concerning Public Business.

25. Except in the course of official duty, no information concerning the transactions of the Board or the business thereof shall be given directly or indirectly by any employee of the Board, except by the express direction of the President or the Board.

Rewards and Gratuities.

26. No officer shall demand or receive for his own use from any person, company, or corporation any present or other remuneration of any kind whatever for services performed by him, either in or out of office hours, in connection with his official position.

Bankruptcy of Officers.

27. If an officer become bankrupt, or make an assignment for the benefit of his creditors, he shall within seven days give written notice thereof, with an explanation of the causes of his embarrassment, to the Secretary, who shall promptly submit the notice and explanation with a report for the consideration of the Board.

The officer shall continue to perform his duties and to receive his salary until otherwise determined.

Certificate of Discharge.

28. Unless the Board have previously decided to dispense with the services of an officer who has become bankrupt, such officer shall within one month of the earliest period allowed by law for so doing, apply to the Supreme Court in its Bankruptcy Jurisdiction for his certificate of discharge, and within seven days from the date of the decision of the Court on such application shall inform the Secretary in writing of the result of his application, and the Secretary shall submit such communication to the Board.

Suspension of Officer.

29. In any case wherein the President or the Secretary be satisfied that an officer should be suspended from duty, such suspension shall be communicated to the officer, and the fact reported to the Board at the next meeting. The continuance of such suspension, or other action regarding such offence, shall be subject to the Board's decision.

Reduction and Removal of an Officer for Inefficiency.

30. If at any time an officer, in the Secretary's opinion, be unfitted for or incapable of performing work of a class equivalent to the amount of his salary, the fact shall be reported to the Board, who, if satisfied that such officer be so unfitted or incapable, may remove him to another position, and may reduce his salary or dispense with his services.

Charges against Officers.

31. If any officer be charged before any court with, or be convicted of, any criminal or quasi-criminal offence, whether punishable by summary conviction or not, the fact shall be reported by the Secretary to the next meeting of the Board.

Leave of Absence for Recreation.

32. Every officer shall be entitled, without diminution of salary, to leave of absence for recreation for eighteen working days in respect of each completed year of service, provided that no such leave be granted until an officer has served one year. After that period the annual leave shall be deemed to accrue from month to month, and the leave so accrued may be granted at such time as may be found convenient.

Short Leave.

33. In cases of pressing necessity, an officer may be granted short leave of absence not exceeding three working days. If the period of short leave in any one year exceed this amount, the excess shall be deducted from the annual leave accrued or to accrue under By-law 32.

Sick Leave.

34. (a) The Board, on satisfactory evidence that leave be necessary on account of sickness or ill-health, and that in consequence an officer be unable to perform his duties, may grant to such officer—

1. Leave of absence on full pay for a period or periods not exceeding twenty-four working days.

Such leave, or any part thereof, may be deducted from any annual or accumulated leave due or to become due. In any case, all excess over one month's sick leave shall be so deducted, unless the Secretary report to the Board, on the authority of a medical certificate, that the officer be still confined to his bed, in which case the leave, without deduction from the ordinary leave, may be extended to a maximum of two months.

2. In addition to any leave granted on full pay, a further period of twenty-four working days on half-pay.
3. Such further period of leave without pay as the Board may approve.
4. In special cases the Board may grant an officer leave of absence on such terms, and for such period as it think fit, if satisfied that the leave is necessary on account of ill-health.

(b) The Secretary may send a medical practitioner, to whom a fee of 10s. 6d. shall be paid, to examine any officer who is absent from duty on account of ill-health.

If he be satisfied, from the report of such medical practitioner, that the ill-health has been caused by the officer's own misconduct, the fee of the medical practitioner, and the officer's salary for each day of his absence, shall be deducted from any money due or to become due to the said officer.

(c) Any officer absent for more than three days shall forward to the Secretary a medical certificate, showing the nature of his illness; and he may be required to furnish a medical certificate in respect of a less period of absence.

In cases of extended absence the Secretary may, if he think fit, require a fresh medical certificate to be furnished every week.

Accident Leave.

35. If any officer become incapacitated from work by reason of injuries accidentally received in the execution of his duty, and not caused by negligence on his part, the Board may, on production of a certificate from a duly qualified medical man, grant leave of absence for a period not exceeding two months, or for such further period as the Board may determine.

Officers must promptly report any injury so received. In default of so doing, the Board may reduce or disallow pay for the period of absence.

Public Holidays.

36. All holidays under the Banks and Bank Holiday Act, 1898, or any amendment thereof, and every other day proclaimed by the Governor as a public holiday throughout the State, shall be observed as holidays, so far as the clerical staff of the Board is concerned: Provided that the Secretary may, with the Board's approval, direct that the offices of the Board, or any portion thereof, shall be kept open for the whole or any part of such holiday, and may require the attendance of any officers during such time.

In the case of proclaimed public holidays, leave shall only be allowed to such officers as can be spared without inconvenience to public business; and no overtime or days in lieu thereof shall be claimable in respect of such holidays.

Board's Correspondence.

37. All letters received on behalf of the Board are to be opened by the Secretary or his authorised deputy, in the presence of the chief clerk or the examiner, and records made in a book of all moneys received, and of the form in which they were remitted.

The book is to be ruled off daily and signed by the two officers witnessing the receipt of the letters enclosing remittances.

Strangers not to Intrude.

38. Strangers or visitors should not be permitted into the private portion of the office, or to any place where access may be had to office records, except by permission of the Secretary.

Travelling Expenses.

39. The following shall be the general scale of allowances for travelling expenses for all officers other than those in respect of whom special by-laws are made:—

No. of Class.	Amount of salary.	Rate of allowance.		Where Officer is detained in one place for more than ten days.
		Per day of 24 hours.	Per hour.	Ten days.
1	£750 and over.....	s. d. 17 6	1s. 3d. up to fourteen hours.	25 per cent. less for time in excess of ten days.
2	£400 and under £750	15 0	1s. up to fifteen hours	Do do
3	£200 ,, ,, £400	12 6	10d. up to fifteen hours	Do do
4	Under £200.....	10 0	8d. up to fifteen hours	Do do

In the case of officers receiving less than £400 per annum, any officer may be paid by the mile, or a mileage rate, as the Secretary may decide, in lieu of, but not in excess of, the scale rates.

In all cases where an officer is detained more than ten days in one place, 25 per cent. reduction will be made in the amount of the daily allowance payable to him for time in excess of ten days.

In computing the daily rate, the time occupied on board steam vessels, when the passage money covers meals, is not to be reckoned.

No officer will be entitled to charge a daily allowance who, in travelling, stays at a place where he has not to pay for his accommodation, unless it appear to the Board that a charge may reasonably be made.

In cases of journeys where the officer should return to headquarters on the same day, actual and necessary expenses only will be allowed.

First-class railway and steamer fares will be allowed to all officers of the first and second classes, and first or second class fares, as the Secretary may decide, to officers of the third-class and fourth-class.

The Secretary will be expected to reduce these rates, which are regarded as the maximum ones, should it appear to him that the circumstances of any case justify such a course.

With respect to the words "cost of conveyance," it must be distinctly understood that it does not empower officers to engage vehicles where there are public conveyances plying; but in places where public vehicles do not ply, or do not run at convenient hours, a mileage rate to cover the cost of conveyance may be allowed, not exceeding 6d. per mile; or in any special circumstances such rate or allowance, not exceeding actual expenses, as the Secretary may deem adequate, it being understood that the most rigid scrutiny shall be exercised in the matter of special rates or allowances.

In exceptional cases the Secretary may allow an officer travelling in his own conveyance on the Board's service a mileage rate not exceeding 6d. per mile, or, where the circumstances justify it, such rate or allowance as may be determined as above prescribed; but such exceptional rate or allowance shall only be allowed where the Secretary considers that a saving will be effected by the officer so travelling in preference to using a public conveyance.

Unless specially authorised by the Secretary, cab fares shall not be allowed where the distance can be traversed by the ordinary modes of conveyance—*i.e.*, by rail, tram, omnibus, or such like vehicle.

Vouchers must show each day's movements, and state the times of departure for and of arrival at places.

Provided that where it can be proved to the satisfaction of the Board by any officer that the travelling expenses he would be entitled to draw under this by-law do not cover the actual expenses he is put to, the Board may authorise an additional payment beyond that authorised by the foregoing classification.

BY-LAWS for New South Wales Permanent Fire Brigade, made under the provisions of the Fire Brigades Act, 1909.

Qualifications of Candidates.

1. A candidate for appointment to the New South Wales Fire Brigades must be a British subject, physically strong, free from disease or defect in limb, hearing, or sight, and not subject to fits. He must be at least 5 feet 7 inches in height, 37 inches in natural chest measurement, and not be under 21 nor over 30 years of age, unless he possess special qualifications, in which case the age limit may be extended to 32 years. A candidate must be generally intelligent, able to read and write, and capable of acquiring instruction. He must produce testimonials from former employers or other respectable persons, as to character, past services, &c. He may also be required to produce a birth certificate, or other satisfactory proof of age.

Applications for Appointment.

2. Applications for appointment must be made in person. Each applicant must write his own application, and state his occupation, age, height, chest measurement, and whether he be married or single.

Medical Examination.

3. Every candidate whose application shall have been approved by the Board of Fire Commissioners will be required to undergo a strict examination as to his physical fitness, by the Board's medical officer, before appointment.

4. Any engagement or appointment made by the Board may be cancelled or annulled without any reason being assigned.

Ranks.

5. The ranks and classes of the Brigade shall be as may be designated from time to time at the discretion of the Board of Fire Commissioners.

Pay.

6. Wages per day shall be—

- First-class fireman or coachman, 9s.
- Second-class fireman or coachman, 8s. 6d.
- Third-class fireman or coachman, 8s.
- Fourth-class fireman or coachman, 7s. 6d.

Save as provided above, pay shall be as may from time to time be determined by the Board of Fire Commissioners.

This by-law shall not apply to the county of Yancowinna.

Promotion.

7. Below the rank of first-class fireman or coachman promotion shall be by seniority, provided conduct, services, and qualifications, have been to the satisfaction of the chief officer.

8. Above the rank of first-class fireman or coachman, promotion shall not necessarily be by seniority.

9. When a vacancy occurs in a rank higher than the first-class, applications will be invited by the chief officer from men in the class immediately below that in which the vacancy occurs, and a selection made.

Resignations and Dismissals.

10. Any member desiring to leave the brigade (unless in special circumstances) must give at least seven (7) clear days' notice in writing, addressed to the Chief Officer of Fire Brigades. Any member resigning or discontinuing his duties without such notice, or without special permission, shall be liable to forfeit all pay due to him, and to be formally dismissed by the Board of Fire Commissioners.

11. Every member of the brigade shall be liable to dismissal, suspension, reduction in rank, fine, or other punishment, for any offence or conduct whereby the discipline or good order of the brigade is imperilled.

12. Every case of suspension shall be brought before the Board of Fire Commissioners, and such suspension may be continued or terminated at the discretion of the Board. No pay will be allowed during suspension.

Discipline.

13. Any member tampering with the brigade books, or causing wilful damage to the buildings, fire extinguishing appliances, or other material or goods the property of the Board of Fire Commissioners, will be liable to punishment; and further, the value of the damage, &c., done may be deducted from any moneys which may be due to the said member then or thereafter.

14. Every member must serve and reside wherever the chief officer may direct.

15. Married men having quarters in a fire station will be held responsible for any wilful or unnecessary damage during the occupancy of such quarters. The quarters will be subject to inspection by the chief officer and by the officer in charge of the station, and when vacated must be left clean and in good order. Single men will be held responsible to the officer in charge of the station that the apartments, bedding, and furniture are kept clean and in good order at all times, and ready for inspection at 9 a.m. each day, and will be held responsible for any wilful damage during the occupancy of such quarters.

16. Members residing out of a fire station must be in readiness at all times when at their quarters, and will be held responsible that they are in proper electric communication with the station.

17. No member shall absent himself from the station to which he is attached, or from his residence outside the station, without permission from the officer-in-charge.

18. When an employee be summoned to appear before his superior officer, or the chief officer, to answer any charge, he shall be informed in the notification summoning him of the particulars of the charge alleged against him, and shall be entitled at the hearing to give and call evidence on his own behalf.

19. Any member having a charge to make against another, or a complaint of any kind, must do so in writing, through the officer in charge of the station, and addressed to the chief officer.

20. The chief officer shall inquire into all offences contrary to the good order and discipline of the brigade, and take such action as he may consider necessary to meet each case. Any member not satisfied with the award of the chief officer, may appeal to the Board of Fire Commissioners.

Rent of Quarters, &c.

21. The Board may make such deductions from the pay of a member by way of rent of quarters and for lighting as it may from time to time deem fit, or at its discretion make a monetary allowance to any member.

22. Married men living away from quarters shall be allowed 8s. per week as rent allowance.

Uniform.

23. The uniform of the brigade shall consist of a tunic, undress jacket, vest, trousers, peak cap, flat cap, dungaree jumper, boots, helmet, axe, hose and nozzle spanner, belt and two pouches.

24. At fires every member must appear in full uniform. When on station duty undress uniform shall be worn.

25. At drills members shall wear such uniform as may be directed.

26. A member on leaving the brigade must deliver up all uniform, clothing, boots, bedding, accoutrements, or other articles, the property of the Board of Fire Commissioners.

27. If a member leaving the service fail to return his uniform, bedding, and accoutrements, in proper order, allowing for fair wear and tear, the Board may deduct from any moneys due to him, such sum as will indemnify the Board against loss.

28. Uniform shall be worn by every member below the rank of divisional officer on all occasions, except during leave of absence, or when suspended from duty.

29. A member is not permitted to attend theatres or other places of public entertainment in uniform unless on duty.

Badges.

30. Good conduct badges will be issued to members below the rank of station officer (second-class) as follows:—

On the completion of five years' good service, one badge.

On the completion of ten years' good service, a second badge.

On the completion of fifteen years' good service, a third badge.

31. Each badge will carry with it an honorarium of one penny a day during service in the brigade.

32. Badges and honorariums will be liable to forfeiture at any time if the Board be of opinion that a member has so misconducted himself as to warrant such action.

33. After forfeiture, one year's good service must be performed for each badge, before an application for restoration will be entertained.

34. To be eligible for a good service badge a member, besides being well conducted, must have rendered valuable active service.

35. Medals will be issued to all ranks on the completion of fifteen years' service with good conduct, and will not be liable to forfeiture.

CLASSES AND QUALIFICATIONS.

36. Unless the Board in pursuance of its powers under clause 5 of these by-laws otherwise determine, firemen and coachmen shall be divided into four classes and ranks, namely, 1st, 2nd, 3rd, and 4th, the qualifications for the following classes and ranks being as set out hereunder:—

Firemen.

Third class firemen are required to be competent to take telephone duty; to be proficient in all drills; including physical drill; to be able to make the knots and splices used in the service; and to know the area under the jurisdiction of the Board of Fire Commissioners.

Second class firemen are required to be conversant with the details of a fireman's ordinary duties, and able to take charge and look after fire-alarm batteries.

First class firemen to be competent to drive any steam fire-engines, and able to do small repairs, viz., packing glands, making joints, &c.; to have a knowledge of internal combustion engines; to know how to locate a fault in a telephone fire-alarm; and to be able to instruct a class in elementary drills.

Coachmen.

Third class coachmen are required to be competent to drive any appliance with a pair of horses; to be able to take telephone duty; to be proficient in scaling-ladder and hydrant drill, and to make the different knots used by the brigade.

Second class coachmen are required to have had charge of a stable, and to have a good knowledge of the care and management of horses; to know the City of Sydney and suburbs well, and any fire district in which he may be stationed, and the best road to take when going to a fire.

First class coachmen are required to be competent to drive two, three, or four horses; to be able to fasten on a shoe properly, and to be able to assist in getting a fire appliance to work.

Station Officers.

Candidates for appointment as station officers will be required to pass a satisfactory test in writing, spelling, composition, arithmetic, and drill, to a standard to be set by the Chief Officer of Fire Brigades.

DUTIES.

Principal Electrician.

37. The Principal Electrician shall—

Have charge of the Electrical Department of the Brigade, and be responsible for the proper working of the telephones, electric motors, electric light, and other electric appliances and material;

keep an account of the time occupied on any work by the men under him, and the cost of the material used in its execution;

be responsible that the material supplied to him be used economically, and for the purpose for which it was issued;

furnish requisitions for materials, stating for what purpose they are required, and the probable cost;

instruct men attending the workshops for electrical work in the care and management of telephones, fire alarms, batteries, and other electrical appliances;
 at a fire, as far as possible, attend to the safety of the firemen from electric tramway trolley wires and electric light cables or wires, or any other electrical installation which may appear to him to imperil the safety of the firemen, or hinder them in their work;
 at a fire, require the electric current to be shut off from any source; or cut any wires, if necessary, without awaiting orders.

Principal Mechanic.

38. The Principal Mechanic shall—

Have charge of the workshops of the brigade, and be responsible that the machinery and tools be kept in good order;
 keep an account of the time occupied by the men under him on any work, and the cost of the material used in its execution;
 be responsible that the material supplied is used economically, and for the purpose for which it was issued;
 furnish requisitions for materials, stating for what purpose they are required, and the probable cost;
 instruct men attending the workshops for steam duty, in the proper method of dropping boilers, making joints, packing glands, and generally in the care and management of fire engines and boilers, and internal combustion machines.
 at fires, see that the engines work satisfactorily; that they are duly supplied with fuel, and, as far as possible, with sufficient water.

District Officer.

39. A District Officer shall—

Reside at such station as may be directed; and have charge of such district as may be assigned to him;
 attend fires, and take control until the arrival of a senior officer;
 check and pass reports and requisitions for repairs to gear and for supplies in his district, and transmit them to headquarters;
 be responsible for the proper working of his district, and the maintenance of strict discipline.

Station and Sub-station Officers.

40. A Station Officer, Sub-Station Officer, or any officer in charge of a station, shall generally carry out such duties as may from time to time be passed by resolution of the Board of Fire Commissioners; but more particularly he shall—

Reside at any station to which he may be appointed, and take charge of the station, stables, or any other premises or property therein belonging to the Board of Fire Commissioners, or under its care;
 attend fires and take control until the arrival of a senior officer;
 see that all calls for chimneys on fire are immediately attended to, and that stops for the same are sent away to the other stations to save any unnecessary turning out of engines, &c., and that a record of them be kept;
 report himself immediately upon arrival at a fire, to the senior officer present. He shall not work independently of any officer of the Brigade;
 ascertain, as soon as possible, if he be the first officer to arrive at a fire, the nature and extent of the fire, send the intelligence to the nearest fire station, that it may be communicated to the chief officer; and take command until the arrival of a senior officer;
 write requisitions for all stores, repairs, &c., that may be required at his station;
 make himself conversant with any dangers of a special nature, such as timber yards, large buildings, and buildings in which especially hazardous goods are stored, and make note of the locality of powder magazines, stores containing inflammable liquid, &c.;
 do all he can to allow the men under his charge to attend the places of worship to which they respectively belong, and see to the proper observance of the Sabbath Day;
 be absolutely responsible for anything in connection with his station, and consequently the whole control and management are vested in his hands. He is to act fairly and discreetly with the men, and he may at any time be called to account for his actions. His judgment and discretion will be left practically unfettered, in order that there may be no limit to his responsibility in the execution of the duties entrusted to him.

GENERAL DUTIES.

41. The general duties of members of the Brigade shall be as defined from time to time by resolution of the Board of Fire Commissioners.

SICKNESS.

42. In every case of illness of a member he shall forward to the officer in charge of the station to which he is attached, a medical certificate stating the nature of his illness.

On resuming duty he will be required to furnish a further medical certificate to the effect that he has recovered from his illness, and is fit for duty.

Every member, when on the sick list, shall obtain permission from his officer before leaving the station, or his residence if he do not reside in a station.

LEAVE.

43. Every fireman and coachman shall be allowed fourteen days' annual leave of absence, twenty-four hours' leave every seventh day (provided that once in each quarter he may be required to take such twenty-four hours on the eighth day), and six hours' leave once in every week. Provided that if the men get the specified number of hours of leave they may be taken at any times arranged between the men and the station officer.

The provisions of this by-law shall apply to District, Station, and Sub-Station Officers, except that they will be allowed twenty-one instead of fourteen days' leave of absence annually.

Leave of absence from duty, other than as defined in this by-law, may be granted by the Board of Fire Commissioners.

Travelling Expenses.

44. Firemen sent outside the metropolitan area on brigade business shall be paid not less than 10s. per day over and above travelling expenses.

45. The general scale of allowances for travelling expenses for members of the permanent fire brigade shall be the same as that prescribed for members of the clerical staff of the board by by-law 39 of the by-laws relating to that staff.

MISCELLANEOUS.

46. The roll shall not be called in any station after 7 p.m.

47. Firemen standing by between the hours of 7 a.m. and 7 p.m. at stations other than those to which they are attached, shall be paid 1s. for every four hours or part thereof as meal allowance.

48. Any change in a member's marital condition shall be notified in writing to the chief officer.

49. When an employee be ordered to remove to another station, the Board of Fire Commissioners shall pay all his expenses of removal, except when such removal be ordered by way of punishment.

50. Every member shall devote the whole of his time to the service. He will not be allowed to continue or to engage in any trade or occupation outside the brigade, nor will he be allowed to derive any pecuniary benefit from any contract or purchase made by himself or other on behalf of the Board of Fire Commissioners.

51. Gambling of any kind is strictly prohibited in or about the station or quarters occupied by members of the brigade.

52. Every member shall conform to all by-laws, or regulations made under the by-laws, or orders which may from time to time be issued by the chief officer in the Brigade Order Book, after approval of such orders by the Board of Fire Commissioners. Any member found guilty of a breach of the by-laws or orders issued under a resolution of the Board of Fire Commissioners shall be liable to punishment.

53. Any communication which a member may desire to place before the Board of Fire Commissioners must be sent in writing through the chief officer.

54. Every member on entering the service will be required to subscribe his name to the by-laws and conditions of service.

BY-LAWS for the New South Wales Volunteer Fire Brigades made under the provisions of the Fire Brigades Act, 1909.

Constitution.

1. Each brigade shall consist of a definite number of men, as may be determined by the Board of Fire Commissioners, and shall be selected, if possible, from local residents who are most suited to undertake the arduous duties of a fireman.

2. Each brigade shall be under the command of a Captain, who shall be appointed or removed at the discretion of the Board on the recommendation of the chief officer.

3. A recognised district, or area, shall be assigned to each brigade for its operations; but on receipt of instructions from the chief officer, or his representative, the appliances may be taken beyond the prescribed limit.

Appointment of Men.

4. A candidate for appointment must be a British subject, physically strong, and free from disease, or defect in limb, hearing, or sight, and must not be subject to fits. He must be over 18 and under 40 years of age. Under special circumstances, however, the Board may vary the restriction as to age. He must not be less than 5 feet 4 inches in height, nor below 35 inches normal chest measurement, and may be required to pass a medical examination.

5. A candidate must be generally intelligent, able to read and write, and capable of acquiring instruction. He must produce testimonials as to character, service, &c., and, if required, a birth certificate, or other satisfactory proof of age.

6. Any appointment made by the Board may be cancelled or annulled without any reason being assigned.

Application for Appointment.

7. An application for appointment to a brigade shall be made to the captain or officer in charge of the brigade, and the applicant will be required to fill in a printed form.

8. Every application for appointment, together with testimonials, &c., shall be forwarded to the Chief Officer of Fire Brigades, accompanied by a report from the captain or officer-in-charge.

Ranks.

9. The ranks of members of the brigades shall be designated from time to time at the discretion of the Board of Fire Commissioners.

Resignations.

10. Any member desirous of leaving the brigade shall give at least seven (7) clear days' notice in writing to the captain, who shall forward the resignation to the chief officer.

Discipline.

11. Every member shall be liable to dismissal for any offence which, in the opinion of the Board, is sufficiently serious to warrant such action.

12. Any member found guilty of tampering with the brigade books, or causing wilful damage to the buildings, fire extinguishing appliances, or other material or goods under his care, will be liable to punishment; and further, the value of the damage, &c., may be deducted from any moneys which may be due to the said member then, or become due thereafter.

13. Married men having quarters in a fire station will be held responsible for any wilful damage during the occupancy of such quarters.

14. Quarters in a fire station shall be subject to inspection by the chief officer, or officer acting in that behalf, and when vacated must be left clean and in good order.

15. Any member absenting himself from drills for three consecutive months, unless specially exempted, will be struck off the roll.

Uniform.

16. The uniform of the Volunteer Fire Brigades in the Sydney Fire District shall consist of a tunic or undress jacket, vest, trousers, peak cap, flat cap, and boots, supplied every two years.

In addition, an engine-keeper will be supplied with a dungaree suit annually.

A helmet, axe, hose and nozzle spanner, belt, and two pouches, will be issued to every member on appointment.

17. The uniform and accoutrements for Volunteer Fire Brigades outside the Sydney Fire District shall be as directed by the Board of Fire Commissioners.

18. A member on leaving a brigade must deliver up all uniform, clothing, boots, bedding, accoutrements, or other articles the property of the Board of Fire Commissioners.

19. If any article or articles shall have been, in the opinion of the chief officer, improperly used or damaged, a deduction may be made from any moneys due to the member, to cover the loss sustained.

20. A member is not permitted to attend theatres or other places of public entertainment in uniform, unless on duty.

Badges.

21. Every member who shall complete five years' continuous service, with good conduct, shall be awarded a badge, and for every subsequent five years' service, an additional badge.

22. The badges are to be worn on the lower portion of the left sleeve.

23. Badges will be liable to forfeiture at any time, if the board be of the opinion that a member has so misconducted himself as to warrant such action.

Duties.

24. The captain of a brigade shall have command at all fires in his district. Any brigade attending a fire in a district, other than its own, shall place itself under the command of the captain of the brigade of the district in which the fire occurs. In the absence of the captain of the local brigade, the captain first at the fire shall have command.

25. At fires, if an officer of the permanent staff be present he shall take command.

26. The captain shall have command at all drills and other operations at which the brigade may be present, in addition to the duties previously mentioned. He shall be responsible for seeing that the station and appliances are kept clean and ready for immediate use; and shall send, or cause to be sent, to the chief officer, at the earliest opportunity, all particulars of fires attended by his brigade. He shall sign all requisitions for stores, &c., keep a record of attendance at fires and drills, certify to the receipt of all goods, and make out and certify to the correctness of the pay sheet. He shall also be responsible for the expenditure of any petty cash entrusted to him, and shall keep an inventory of all property placed under his care. He shall have power to at once suspend any member for breach of the rules, and shall report each case of suspension, in writing, to the chief officer at the earliest opportunity.

27. In the temporary absence of the captain, the senior fireman shall take command of the brigade, and undertake all his duties and responsibilities.

28. An engine-keeper shall keep the station, stable, horses, and appliances clean and in good order. He shall report to the captain any breakage, damage, or loss, and obey the captain's instructions regarding them.

29. Every member shall attend exercise and drill at such times as may in the discretion of the chief officer be considered desirable, and a record shall be kept in the Occurrence Book.

30. Leave of absence from attendance at the station and at drill may be allowed by the captain.

31. Every member shall promptly and cheerfully obey all lawful commands of the captain or senior present, and shall at all times conform to the by-laws and orders issued from time to time by the Board or the chief officer. Any breach of these will render the member liable to suspension, and such punishment as the Board may deem necessary.

PAYMENTS.

32. Payments to Volunteer Fire Brigades shall be as may be determined by the Board of Fire Commissioners.

33. Retaining fees will be regulated chiefly by the importance of the fire district and the revenue collected in respect of such district, but shall not exceed the rates in the Sydney Fire District.

34. (a) A permanent engine-keeper shall in no case be paid less than the wage of a fourth-class fireman.

(b) Partially-paid captains, in addition to such retaining fee as is fixed by the Board of Fire Commissioners, shall be paid 2s. 6d. per hour for all authorised drills: and 4s. for the first hour or part thereof, and 2s. per hour for every succeeding hour or part thereof, for attendance at fire calls.

(c) Partially-paid firemen, in addition to such retaining fee (if any) as is fixed by the Board of Fire Commissioners, shall be paid 1s. 6d. per hour for all authorised drills: and 3s. 6d. for the first hour or part thereof, and 1s. 6d. per hour for every succeeding hour or part thereof, for attendance at fire calls.

(d) A partially-paid or volunteer fireman standing by for a permanent engine-keeper shall be paid not less than the wage of a fourth-class fireman.

This by-law shall not apply to the county of Yancowinna.

35. Engine-keepers, other than permanent, shall receive such pay and emoluments as may be determined by the Board of Fire Commissioners.

36. The question of remuneration in respect of any other work or duties not covered by these payments shall be specially dealt with by the Board on representation by the chief officer.

SICKNESS.

37. In case of illness, a member may be required to forward to the officer in charge of the station to which he is attached, a medical certificate stating the nature of his illness.

38. On resuming duty he may be required to furnish a further medical certificate to the effect that he has recovered from his illness.

39. The retaining fees shall not be forfeited for the first month during which a member is on the sick list.

LEAVE.

40. Engine-keepers in receipt of weekly pay shall be allowed seven days' leave of absence annually on full pay.

41. Engine-keepers shall be allowed twenty-four hours' leave of absence once in each month on full pay, and short leave of three hours from 7 p.m. to 10 p.m. each day.

42. Every member may be relieved from brigade duties for one month without loss of retaining fee, at the discretion of the chief officer.

MISCELLANEOUS.

43. Every member shall devote a reasonable portion of his time to the service, and shall take his turn of duty at the station as required by the captain.

44. Gambling of all kinds is strictly prohibited in or about the station premises.

45. Smoking at fires or drills is prohibited.

46. When attending fires a member is not allowed to enter any hotel for refreshments, without the authority of the officer-in-charge of the fire.

47. Members are not permitted to supply refreshments, or cause them to be supplied, to anyone not a fireman, without an order from the officer-in-charge at the fire.

48. Every member shall conform to all by-laws, or regulations made under the by-laws, or orders, which may from time to time be issued by the chief officer in the Brigade Order Book, after approval of such orders by the Board of Fire Commissioners.

49. The chief officer, or officer acting in that behalf, shall periodically, or at such times as the Board of Fire Commissioners may direct, inspect Volunteer Fire Brigades for the purpose of ascertaining whether the station, plant, and equipment are kept in good order and condition, that the recognised drills are carried out, and that a proper state of discipline and efficiency is maintained.

50. Any communication which a member may desire to send to the Board of Fire Commissioners must be forwarded in writing through the chief officer.

By-law regulating the Lighting of Fires, made under the provisions of the Fire Brigades Act, 1909.

Any person who shall make a bonfire, or burn any rubbish, straw, shavings, or other materials in any street, thoroughfare, or any park, open space, or near any buildings, whether on private property or not, without first having obtained permission of the chief officer, or the officer appointed by the Board in that behalf, or who shall light any fire in such situation, or in such manner as in the opinion of the inspecting officer is likely to cause danger of fire to any building, or buildings, shall be liable, for the first offence, to a penalty not exceeding £5, and for any subsequent offence, to a penalty not exceeding £20.

By-law relating to use of Salvage Sheets, made under the provisions of the Fire Brigades Act, 1909.

A charge shall be made for the use of salvage sheets of 2s. 6d. per sheet per day, or portion of a day, to accrue from the completion of a period of twenty-four hours after the placing of the sheets on the goods or the commencement of the use of the sheets; but the Board may, in special circumstances, vary the amount so chargeable or make special contracts in connection therewith.

Chief Secretary's Office,
Sydney, 12th November, 1913.

THE subjoined Orders, made by the Board of Fire Commissioners of New South Wales, under the provisions of the "Fire Brigades Act, 1909," and the By-laws under such Act, of the 14th August, 1912, are published for general information.

FRED. FLOWERS.

NEW SOUTH WALES FIRE BRIGADE.

ORDERS ISSUED BY THE BOARD OF FIRE COMMISSIONERS.

Obedience to Commands.

1. Every member of the New South Wales Fire Brigade shall obey all lawful commands by those in authority over him.

Medical Examination.

2. A candidate for appointment to the Brigade shall be examined by the Board's Medical Officer.

Uniform not to be Worn when away from Brigade Duty.

3. No fireman shall wear Fire Brigade uniform when not engaged on Fire Brigade duty, except by special permission of the Chief Officer.

Hours for Meals, &c.

4. The ordinary routine for members of the Brigade shall be :—
Rise not later than 6.45 a.m. Breakfast from 8 a.m. to 9 a.m. Dinner, 1 p.m. to 2 p.m. Tea, 5.30 p.m.

Station Work.

5. The necessary work shall be arranged by the officer-in-charge of a station.

Roll Call.

6. The roll shall be called at 7 a.m., 9 a.m., and 10 p.m. each day.

Hours of Duty.

7. The regular hours of duty shall be as follows :—
Morning watch, 6 a.m. to 2 p.m. Afternoon watch, 2 p.m. to 10 p.m. Night watch, 10 p.m. to 6 a.m.

Drills.

8. Every member shall attend drills at the discretion of the Chief Officer or officer-in-charge of a station, but where practicable men shall not be asked to drill after 7 p.m.

Exercise of Horses.

9. In the ordinary routine, horses, with engines, shall be turned out for exercise at least once every twenty-four hours.

Telephone Duty.

10. The man on telephone duty during the morning watch shall be responsible for the watch-room being clean and in proper order, and strangers excluded, unless they be authorised visitors.

Calls to Fire.

11. The senior man on duty at a station, when a fire occurs, shall be responsible for the bells being rung, men and appliances speedily turned out, and the correct time of call taken and entered in the Occurrence Book. He shall obtain, if possible, the name of the person giving the call, and inquire to what the brigade be called—whether to a warehouse, private house, ship, &c., as the case may be.

Men on Duty not to Leave Station.

12. A man on duty shall not leave the station, or be out of hearing of the bells, unless properly relieved and an entry to that effect made in the Occurrence Book.

Relieving Men must be Booked.

13. No man shall be deemed to be relieved from station duty until the relieving man has booked himself on duty or have been booked on duty by the officer-in-charge or senior present.

Duty to Visiting Officers.

14. If an officer visit a station, the man on duty shall receive him with due respect, and report all quiet, or otherwise, as the case may be. He shall give his own name as being on duty, and then call the senior man at the station, unless instructed by the visiting officer not to do so.

Duty to Visitors.

15. A man on duty shall receive all visitors with courtesy; he shall ask their names and business, and take steps to see that their legitimate requirements be attended to.

After Station Work.

16. Every member shall be cleaned and properly dressed within an hour after the station work has been completed.

Smoking.

17. Smoking during working hours, drills, or at fires, or in uniform in a public thoroughfare, is prohibited.

Refreshments at Fires.

18. When attending a fire a member shall not enter any hotel for refreshments, without the authority of the Chief Officer, or the superior Fire Brigade Officer in charge of the fire. A member shall not supply refreshments, or cause them to be supplied, to anyone not a fireman, without an order from the Chief Officer, or the superior Fire Brigade Officer present.

Officers-in-Charge.

19. In addition to the directions of By-law 40 of the By-laws governing the New South Wales Permanent Fire Brigade, a station officer, sub-station officer, or any officer-in-charge of a station, shall :—

Keep inventory.

- (a) Keep a proper inventory of the fire-engines, and all appliances and property attached to the station in his charge.

Set example.

- (b) Set an example to the men, by sobriety, cleanliness, promptitude, civility, and general attention to duty.

Care of appliances, apartments, &c.

- (c) Be responsible that the apartments, bedding, and furniture, connected with his station be diligently kept clean, and the station and appliances in good condition.

Repairs.

- (d) Send to the Chief Officer, without delay, a written requisition for any repairs required to the station or appliances in his charge.

Maintain discipline.

- (e) Take charge of all firemen, coachmen, and horses, attached to his station; and maintain strict discipline.

Men available for duty.

- (f) See that all men attached to his station be available for duty at all times, unless specially booked sick, absent on duty, or on leave of absence.

Drill, &c.

- (g) Instruct his men in drill and exercise at least once a week, and see that all other duties be strictly carried out.

Regulate duties.

- (h) Regulate the duties to be performed by the men at his station.

Roll call.

- (i) Call the roll at 7 a.m., 9 a.m., and 7 p.m., respectively.

Setting clock.

- (j) Within the Sydney Fire District see that the station clock be set right by the clock at headquarters station at 9 a.m. and 10 p.m. every day.

Occurrence book.

- (k) At 9 a.m., 2 p.m., and 6 p.m., sign the Occurrence Book, showing the distribution of the men at his station.

Watch-room.

- (l) See that the necessary number of men be placed on duty in the watch-room, that they be in proper uniform, and competent to carry out the duty.

Weekly inspection of appliances.

- (m) See that each appliance in his station, with its contents, be inspected once a week, and the gear thoroughly cleaned.

Suggestions for improved working.

- (n) Report to the Chief Officer any suggestions, or recommendations for alterations which he may think advisable for the better working of the Brigade at his station.

Report movements of appliances.

- (o) Within the Sydney Fire District report by telephone to head station the departure and return of the appliances from and to the station.

Capabilities of men.

- (p) Study the character and capabilities of the men under his charge, and be ready at all times to give his superior officers correct information concerning them.

Leave may be Stopped.

20. The Chief Officer may, on sufficient cause stop any or all leave.

VOLUNTEER FIRE BRIGADES.

ORDER BY THE BOARD OF FIRE COMMISSIONERS.

No volunteer fireman shall wear Fire Brigade uniform when not engaged on Fire Brigade duty, except by special permission of the Chief Officer.