# THIRD SUPPLEMENT

TO THE

# VICTORIA GOVERNMENT GAZETTE

OF FRIDAY, MAY 1, 1891.

Published by Authority.

No. 61.] TUESDAY, MAY 5. [1891.


*Fire Brigades Act 1890.*

LOCAL COMMITTEES.

IN pursuance of the provisions of the *Fire Brigades Act 1890*, I, John Sinclair, being the President of the Country Fire Brigades Board, hereby give notice that the said Board do now specify that the days undermentioned shall be the days on or before which the Councils of the undermentioned Municipalities included within or partly within Country Fire Districts, the Fire Brigades within such Districts, and the Fire Insurance Companies insuring property within such Districts may nominate members to be Representative Members of the various Local Committees.

The Councils of the Cities of Ballarat and Sandhurst: Tuesday, the 26th day of May, 1891.

The Councils of the Towns of Ballarat East, Geelong, and Warrnambool: Tuesday, the 26th day of May, 1891.

The Councils of the Boroughs of Ararat, Buninyong, Castlemaine, Clunes, Creswick, Daylesford, Dunolly, Eaglehawk, Echuca, Geelong West, Hamilton, Horsham, Inglewood, Maryborough, Newtown and Chilwell, Rutherglen, Sale, Smythesdale, St. Arnaud, Stawell, Talbot, Tarnagulla, and Wangaratta: Tuesday, the 26th day of May, 1891.

The Councils of the Shires of Avoca, Bairnsdale, Beechworth United, Benalla, Chiltern, Colac, Creswick, Dimboola, Dunmunkle, Echuca, Glenelg, Grenville, Korong, Kyneton, Lowan, Maldon, Marong, Metcalfe United, Mornington, Numurkah, Ripon, Rodney, Shepparton, St. Arnaud, Strathfieldsaye, Swan Hill, Traralgon, Tullaroop, Walhalla, Waranga, and Yarrawonga: Tuesday, the 26th day of May, 1891.

The Country Fire Brigades: Tuesday, the 26th day of May, 1891.

The Fire Insurance Companies insuring property within Country Fire Districts: Tuesday, the 26th day of May, 1891.

JOHN SINCLAIR,
President.

Offices of the Country Fire Brigades Board,
Temperance Buildings,
Corner of Little Collins and Swanston streets,
Melbourne, 30th April, 1891.

*Fire Brigades Act 1890.*

METROPOLITAN FIRE BRIGADES BOARD.—REGULATIONS.

*At the Executive Council Chamber, Melbourne, the 4th day of May, 1891.*

PRESENT:

His Excellency the Governor.

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| Mr. Munro | Mr. Wheeler |
| Mr. Shiels | Mr. Davies |
| Sir. F. T. Sargood | Mr. Turner |
| Mr. McLean | Mr. Fraser |
| Mr. Duffy | Mr. Ham. |

WHEREAS by the *Fire Brigades Act 1890* (54 Vict. No. 1200) it is amongst other things enacted that the Governor in Council may, as to the whole or any part of Victoria, make regulations for the purposes set forth in section 39 of the said Act: Now therefore His Excellency the Governor, with the advice of the Executive Council, doth hereby make the regulations following, that is to say:—

1. These regulations shall apply to that part of the colony of Victoria known as the Metropolitan Fire District, described in the first schedule to the said Act.

2. The Metropolitan Fire Brigades Board may from time to time under its common seal appoint all or any of the following officers and servants, that is to say, a solicitor, a secretary, a medical officer, a veterinary surgeon, two clerks, and a messenger, at such remuneration, salaries or wages, as to the said Board shall seem fit, and the said Board shall have the power from time to time to suspend and remove all or any of the said officers and servants.

3. The date before which the said Board shall prepare an estimate of the probable expenditure which may be necessary to be incurred in the execution of the said Act in the Metropolitan District during the year 1891 is hereby altered from the 31st day of January, 1891, to the 27th day of April, 1891.

4. Upon the said Board in any year directing any alteration in the date before which each insurance company within the Metropolitan District shall during that year transmit to the said Board the return directed by section 45 of the said Act, the said Board shall publish notice of such direction in the *Government Gazette* not less than seven days before the day to which such date shall be so altered.

And the Honorable Allan McLean, Her Majesty's Chief Secretary for Victoria, shall give the necessary directions herein accordingly.

G. WILSON BROWN,
Clerk of the Executive Council.

*Fire Brigades Act 1890.*

## COUNTRY FIRE BRIGADES BOARD.—REGULATIONS.

*At the Executive Council Chamber, Melbourne, the fourth day of May, 1891.*

PRESENT:

His Excellency the Governor.

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| Mr. Munro | Mr. Wheeler |
| Mr. Shiels | Mr. Davies |
| Sir F. T. Sargood | Mr. Turner |
| Mr. McLean | Mr. Fraser |
| Mr. Duffy | Mr. Ham. |

WHEREAS by the *Fire Brigades Act 1890* (54 Vict. No. 1200) it is amongst other things enacted that the Governor in Council may, as to the whole or any part of Victoria, make regulations for the purposes set forth in Section 39 of the said Act: Now therefore His Excellency the Governor, with the advice of the Executive Council, doth hereby make the regulations following, that is to say:—

### REGULATIONS.

FOR MEETING AND CONDUCT OF BUSINESS BY THE COUNTRY FIRE BRIGADES BOARD AND OF COMMITTEES APPOINTED BY IT, AS CONSTITUTED BY THE "FIRE BRIGADES ACT 1890."

(Section 39, Paragraph 1.)

1. *Offices of the Board.*—The offices of the Country Fire Brigades Board shall be, for the present, at the Temperance Life Assurance Buildings, corner of Little Collins and Swanston streets, in the city of Melbourne. The Board may from time to time change the location of its offices as it may by resolution determine.

2. *Board to regulate its meetings.*—The Board may meet together for the despatch of business, adjourn, and otherwise regulate its meetings as it thinks fit, or when called together by the chairman.

3. *Notice to be given of business.*—Members having matters to lay before the Board shall lodge notice thereof with the secretary of the Board at the office not later than six days previous to the meeting, and no question of which notice has not been duly given shall be brought up at a meeting of the Board, unless with the unanimous consent of the members present.

4. *Committee shall appoint chairman.*—Any committee appointed by the Board, under section 26 of the Act, shall choose one of its members to act as chairman, and questions arising at any meeting of a committee shall be determined in the same way as provided for in section 24 of the Act.

5. *Committee proceedings reported to Board.*—Minutes of all committees, as well as of their reports, numbered in consecutive order, shall be entered in the committees' minute book, and, being signed by the chairman of the committee, shall be presented to the Board.

6. *Meetings of committee.*—The secretary shall convene every committee within ten days of its first appointment, or at any other time thereafter by order of the Board or on the written order of the chairman of the committee, or of any two members of the committee.

7. *Finance committee.*—The Board may from time to time appoint a committee, to be called the finance committee, to supervise all matters in connexion with accounts and finance. The committee so appointed shall have the general supervision of all accounts due by and to the Board, see that due economy is observed in the expenditure, that the accounts presented to the board for payment are correct and in proper form and order, and issue and sign cheques for all payments.

8. *Bankers.*—The Board shall have sole appointment and removal of the bankers. The first bankers shall be the Colonial Bank of Australasia, and all moneys amounting to £5 or upwards payable to the Board shall be paid into such bank as the Board may from time to time appoint within three days, and a duplicate receipt shall be sent forthwith to the chairman of finance.

9. *Payments by cheques.*—All payments of £1 or upwards shall be made by cheques upon the bankers of the Board, which shall be signed by any two members of the finance committee and countersigned by the secretary.

10. *Annual statement of accounts.*—The accounts of the Board shall be made up in the month of January in each year for the year expiring on the 31st December.

11. *Custody and affixing seal.*—The common seal shall be in the joint custody of the president and secretary or other officer authorized by the Board, but shall not be affixed to any document except by order of the Board, as recorded in the minute book, and shall be affixed in the presence of a member of the Board and the secretary or other officer authorized by the Board.

12. *General conduct of business.*—In all cases not herein provided for, resort shall be had to the rules forms and usages of Parliament, which shall be followed so far as the same are applicable to the proceedings of the Board.

13. *Minutes of meetings.*—At every ordinary meeting of the Board the first business shall be the reading of the minutes of the preceding meeting, and no discussion shall be permitted thereon except as to their accuracy as a record of the proceedings; and if the minutes be deemed accurate, the Board shall confirm them and the chairman shall sign them.

14. *Order of business at meetings.*—After the signing of the minutes as aforesaid the order of business of an ordinary meeting shall be as follows, or as near thereto as may be practicable; but for the greater convenience of the Board at any particular meeting it may be altered by resolution to that effect:—

(1) Reading of copies of letters sent by the authority of the Board.
(2) Reading letters received and considering and ordering thereon.
(3) Presentation of reports of committees and officers.
(4) Payments.
(5) Ordinary business.
(6) Orders of the day including subjects continued from proceedings of former meetings.
(7) Extraordinary business and new regulations.
(8) Other motions of which previous notice has been given.
(9) Notices of motion.

And the other business at a special meeting shall be the order in which such business stands in the notice thereof.

15. *Divisions.*—Whenever a division shall be demanded by any member the members voting in the affirmative shall first hold up their hands, and then those voting in the negative shall hold up their hands, and the result be declared by the chairman.

16. *Voters' names recorded if demanded.*—Whenever a vote takes place, the result only shall be recorded on the minutes; but the names shall be recorded on the demand of any member of the Board.

17. *Questions once voted on cannot be re-opened.*—Any question decided by vote cannot be further discussed at the same meeting.

18. *Notice of motion to be given.*—No member shall make any motion initiating a subject for discussion but in pursuance of notice given as prescribed in clause 3 of these regulations.

19. *Motions to be moved in order in motion book.*—Except by leave of the Board, motions shall be moved in the order in which they have been received and recorded by the secretary in the notice of motion book, and if not so moved or postponed shall be struck out.

20. *Mover and seconder may withdraw motion.*—A motion may be withdrawn at any time by the mover, with the permission of his seconder; and no motion shall be discussed until it has been seconded.

21. *Order of debate.*—Any member desirous of making a motion or amendment, or taking part in discussion thereon, shall rise and address the chairman, and shall not be interrupted unless called to order, when he shall sit down until the member (if any) calling to order shall have been heard thereon and the question of order disposed of, when the member in possession of the chair may proceed with the subject.

22. *Mover of motion.*—A member moving a motion shall be held to have spoken thereon, but a member merely seconding a motion shall not be held to have spoken upon it.

23. *Priority of members.*—If two or more members rise to speak at the same time the chairman shall decide which is entitled to priority.

24. *Member not to speak second time on same question.*—No member shall speak a second time on the same question unless with the consent of the chairman.

25. *Chairman's ruling final.*—When the chairman is called upon to decide points of order, he shall simply state the rules which he deems applicable to the case, but shall not discuss the same; and the decision of the chairman shall be final.

26. *Members to confine to subject under debate.*—Every member, when addressing the chair, must confine himself to the subject under debate, and no imputations of motives or personal reflections shall be allowed.

27. *Strangers.*—Any person not being a member who shall, having been admitted to any meeting of the Board, be guilty thereat of any improper or disorderly conduct, or who shall not leave when requested by the chairman so to do, may be forthwith removed.

28. *Motions, &c., to be in writing.*—At every meeting of the Board all motions, whether original motions or amendments, shall be reduced into writing, signed by the mover, and delivered to the chairman immediately upon their being moved and seconded.

29. *Mover of motion have right to reply.*—The mover of every original proposition, but not of any amendment, shall have a right to reply, immediately after which the question shall be put by the chairman.

30. *Motion for adjournment.*—No discussion shall be allowed on any motion for adjournment of the Board; but if, on the question being put, the motion be negatived, the subject previously under consideration or the next on the notice-paper shall be discussed, or any other that may be allowed precedence before any subsequent motion for adjournment be made.

31. *Lapsed questions.*—If a debate on any motion moved and seconded be interrupted by the number of members present becoming insufficient for the transaction of business, such debate may be resumed at the point where it was so interrrupted on motion upon notice.

32. If a debate on any order of the day be interrupted by such insufficiency of number as aforesaid happening, such order may be restored to the notice book for a future day on motion upon notice, and then such debate shall be resumed at the point where it was so interrupted.

33. *Meeting lapse if quorum not present.*—Should there not be a quorum present at any meeting within half-an-hour after the time appointed for opening such meeting, the members present shall have the power to adjourn to such time as they may decide, and the names of the members present shall be recorded.

FOR THE EXAMINATION, APPOINTMENT, SUSPENSION, AND REMOVAL OF OFFICERS AND SERVANTS, AND FOR REGULATING THE DUTIES, CONDUCT, AND REMUNERATION OF SUCH OFFICERS AND SERVANTS.

(Section 39, Paragraph 2.)

1. *Board may appoint secretary and other officers, &c.*—The Board may, from time to time, appoint a secretary and all such other officers, clerks, and servants as it may deem necessary, and shall determine their duties, salaries, and wages; and may at any time

suspend or dismiss any such secretary, officer, clerk, or servant. The secretary and all officers, clerks, and servants shall give such security as the Board may deem expedient for the faithful discharge of their duties.

2. *Duties of secretary.*—Mr. Wm. Strathmore Judd shall be the first and present secretary of this Board. The secretary, or other officer acting in his stead, shall attend all meetings of the Board, or committees of the same, and shall enter the minutes of resolutions and proceedings in a minute book to be kept for that purpose. He shall keep an account of all receipts and expenditure, and perform to the satisfaction of the Board all such duties as may be imposed upon him, and shall, subject to its control, have charge of all books, papers, and other property of the Board, and give receipts for all moneys payable to and disburse all amounts payable by the Board. He shall cause to be kept an accurate record, in convenient form for reference, of all business transacted in the office, and shall lay all correspondence before the Board.

3. *No member, &c., to be surety for officer.*—No member or officer of the Board shall be received as a surety for any officer appointed by the Board or for any work to be done for the Board.

FOR THE CONDUCT OF ELECTIONS FOR LOCAL COMMITTEES OF COUNTRY DISTRICTS.

(Section 39, Paragraph 19.)

1. On or before a day to be specified by the Country Board and notified in the *Government Gazette* and by circular to be signed by the president, or in his absence by the secretary of the Country Board, and addressed to the councils of each municipal district forming part of each country fire district, such municipal districts may nominate a person to be a member of the local committee for the country fire district of which such municipality shall form part.

2. In the nomination of candidates by councils, the proceedings shall be conducted as near as may be to the proceedings taken in the election of mayor or president of the council; or such proceedings may be conducted in accordance with any by-laws to be hereafter made by any city or other municipality for that purpose.

3. The name of the person so nominated for any country fire district shall be sent forthwith to the Country Board. If the same person shall be nominated by all such councils who shall have exercised the right of nomination for any country fire district, such person shall be forthwith declared by the Country Board to be elected as a member of the local committee for the country fire district for which he shall have been so nominated.

4. If on the day so specified and notified more than the required number of candidates for the local committee of any one or more country fire districts shall have been so nominated, the secretary of the Country Board shall prepare a list of all persons nominated, and shall forward the same to the council of each municipality forming part of such country fire district; and such council shall, before a day to be specified at the time of forwarding such list, strike out all the names except those of the candidates for whom such council desires to vote, and return such list so altered to such secretary.

5. The secretary shall, on the receipt of such returned notice, count all the votes received by him, and shall declare the candidate having received the largest number of votes to be a member on the local committee for the country fire district in which such municipalities are comprised.

6. In cases of equal voting the Minister administering the Act shall have a casting vote.

7. On or before a day to be specified by the Country Board, and notified in the *Government Gazette* and by a circular so far as is reasonably practicable addressed to each fire insurance company, the insurance companies may elect persons to be representative members of the respective local committees.

8. Only the principal officer in Victoria for the time being managing the fire business of an insurance company carrying on business in Victoria shall be qualified to vote at any election for the same on behalf of such insurance company.

9. Ten days before any election, every fire insurance company shall, by its chairman of directors, manager, secretary, or other superior officer, notify to the secretary of the Country Fire Brigades Board the name of its principal officer.

10. Candidates shall be nominated in writing for the local committees by two voters, and such nomination paper shall be lodged at the office of the Country Fire Brigades Board not less than five days prior to the date of the election, addressed to the secretary of such Board, and Mr. W. S. Judd, the present secretary of such Board, or such other person who shall from time to time fill such office, shall be the returning officer for the purpose of holding and declaring the result of such election, with power to appoint, in writing, a deputy for that purpose should he be unable to preside thereat.

11. Should only one person be so nominated, the secretary of such Board or his deputy shall report to the Country Board the name of the person so nominated to the various local committees, and the Board shall thereupon notify such election of such persons in the *Government Gazette*.

12. Should the number of persons nominated exceed the number to be elected, the secretary of such Board, or his deputy, shall, by advertisement in at least two newspapers published daily in Melbourne and, as far as reasonably practicable, by circular addressed to each insurance company, fix and notify the day at which a poll shall be taken.

13. Such poll shall be taken by such secretary or his deputy in the usual manner by ballot, and each candidate may appoint a scrutineer to be present at the taking of such poll and the counting of the votes. The poll shall be taken at the office of the Country Fire Brigades Board, or at such other place as the Board may from time to time, by notification in the *Government Gazette*, direct, and shall be open from Eleven a.m. to Four p.m.

14. The person voting on behalf of each company at any election for local committee shall be entitled to only one vote for each member to be elected.

15. The secretary or his deputy shall forthwith, after the conclusion of the polling, and in the presence of the scrutineers, if any, open and count the ballot papers, and such secretary or deputy shall report the result of such poll to the Country Board who shall declare the candidate or candidates having received the largest number of votes to be the member on the local committee of the country fire district for which such election shall have been held, and shall notify the same in the *Government Gazette*.

16. On or before a day to be specified by the Country Board, and notified in the *Government Gazette*, and by circular signed by the president or in his absence by the secretary of the Country Board, and addressed to the fire brigades on the roll of each country fire district, such fire brigade may nominate a person to be a member of the local committee of the country fire district for which such fire brigade shall be on the roll, and the name of the person so nominated shall be sent forthwith to the Country Board.

17. If the same person shall be nominated by all such fire brigades as shall have exercised the right of nomination for any country fire district, such person shall be forthwith declared by the Country Board to be elected as a member of the local committee for the country fire district for which he shall have been nominated.

18. If on the day specified and notified, more than the required number of candidates for the local committee or any one or more country fire districts shall have been nominated, the secretary of the Country Board shall prepare a list of all persons so nominated by fire brigades, and shall forward the same to the fire brigades on the roll for such one or more country fire districts, and such fire brigade shall, before a day to be specified, at the time of forwarding such list, strike out and return to the secretary all the names except that of the candidate for which such fire brigade desires to vote, and return the list so altered to the said secretary.

19. The secretary shall on the receipt of such returned notice, count all the votes received by him and shall declare the candidate having received the largest number of votes to be a member on the local committee for the country fire district for which such fire brigades are enrolled.

20. In case of equal voting the Minister administering the Act shall have a casting vote.

21. In the nomination of candidates for fire brigades, the proceedings shall be constructed as near as may be to the proceedings taken in the election of captain or other commanding officer of the brigade.

22. Such of the insurance companies whose names are published in the *Government Gazette* of the 27th day of January, 1891, as entitled to vote at the first election of insurance companies representatives on the Metropolitan and Country Boards as insure property within the several country districts shall be taken to be entitled to vote at the first election of insurance companies representatives on the respective local committees for the districts within which such property so insured is situate, and each such insurance company shall have one vote for the local committee of each country fire district.

23. The names of the country fire brigades published in the *Government Gazette* of the 27th day of January, 1891, as entitled to vote at the first election of fire brigades representatives on the Country Board shall be taken to be the roll of country fire brigades entitled to vote at the first election of fire brigades representatives on the respective local committees of each country fire district in which such brigades are established.

FOR ALTERING ANY DATE PRESCRIBED BY THIS ACT FOR THE DOING OR PERFORMANCE OF ANY DUTY TO ANY OTHER DATE.

(Section 39, Paragraph 23.)

The date referred to in the 41st section of the Act as that before which a separate estimate of the probable expenditure which may be necessary to be incurred in the execution of this Act within each country district shall, for the current year, 1891, be the 31st day of July, 1891.

And the Honorable Allan McLean, Her Majesty's Chief Secretary for Victoria, shall give the necessary directions herein accordingly.

G. WILSON BROWN,
Clerk of the Executive Council.

By Authority: ROBT. S. BRAIN, Government Printer, Melbourne.