

REPUBLIC
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REPUBLIEK
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G68G
S.559

Government Gazette Staatskoerant

Selling price • Verkoopprys
(GST excluded • AVB uitgesluit)

Local **80c** Plaaslik
Other countries **R1,10** Buitelands
Post free • Posvry

**Regulation Gazette
Regulasiekoerant**

No. 4735

Registered at the Post Office
as a Newspaper
As 'n Nuusblad by die
Poskantoor geregistreer



Vol. 314

PRETORIA, 9 AUGUST
AUGUSTUS 1991

No. 13448

GOVERNMENT NOTICE

ADMINISTRATION: HOUSE OF ASSEMBLY

DEPARTMENT OF EDUCATION AND CULTURE

No. R. 1839

9 August 1991

CULTURAL INSTITUTIONS ACT
(HOUSE OF ASSEMBLY), 1989

REGULATIONS RELATING TO
DECLARED INSTITUTIONS

The Minister of Education and Culture has under and by virtue of the powers vested in him by section 18 of the Cultural Institutions Act (House of Assembly), 1989 (Act No. 66 of 1989), made the following regulations.

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GOEWERMENTSKENNISGEWING

ADMINISTRASIE: VOLKSRAAD

DEPARTEMENT VAN ONDERWYS EN KULTUUR

No. R. 1839

9 Augustus 1991

WET OP KULTURELE INSTELLINGS
(VOLKSRAAD), 1989

REGULASIES BETREFFENDE
VERKLAARDE INSTELLINGS

Die Minister van Onderwys en Kultuur het kragtens artikel 18 van die Wet op Kulturele Instellings (Volksraad), 1989 (Wet No. 66 van 1989), die volgende regulasies uitgevaardig.

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CHAPTER I: INTERPRETATION OF REGULATIONS

Definitions

1. In these Regulations, a word or expression to which a meaning has been assigned in the Act, shall have the meaning so assigned to it and, unless the context otherwise indicates—

“**appellant**” means any person who appeals to the Minister under regulation 30;

“**calendar month**” means a period, from the first up to and including the last day of any of the 12 months of a year;

“**chairman**” means a person appointed in terms of section 8 (1) of the Act as chairman of a council;

“**day**” means a period of 24 hours which corresponds with a day on the calendar;

“**day of rest**”, in relation to an officer or employee, means any day on which the officer or employee is exempted from service;

“**Department**” means the Department of Education and Culture, Administration: House of Assembly;

“**director**”, in relation to a council or declared institution, means a person referred to in section 14 (1) of the Act who stands at the head of the declared institution;

“**employee**” means any person appointed temporarily in the service of a declared institution;

“**incremental month**” means the calendar month during which the salary of an officer or employee may be increased in terms of regulation 18;

“**investigating officer**” means an investigating officer appointed under regulation 26 (1);

“**month**” means a period beginning from a day in a month and ending on a day preceding the day which concurs numerically with that day in the following month;

“**officer**” means any person appointed in a permanent capacity at a declared institution, whether on probation or not;

“**salary increment**” means the amount by which the salary of an officer or employee may be increased in accordance with the appropriate salary scale determined in terms of section 6 (2) of the Act;

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HOOFSTUK I: UITLEG VAN REGULASIES

Woordomskrywing

1. In hierdie Regulasies het enige woord of uitdrukking waaraan in die Wet 'n betekenis geheg word, die betekenis aldus daaraan geheg en, tensy uit die samehang anders blyk, beteken—

“**appellant**” 'n persoon wat kragtens regulasie 30 na die Minister appelleer;

“**beampte**” 'n persoon wat permanent in diens by 'n verklaarde instelling aangestel is, hetsy op proef al dan nie;

“**dag**” 'n tydperk van 24 uur wat ooreenstem met 'n dag op die kalender;

“**Departement**” die Departement van Onderwys en Kultuur, Administrasie: Volksraad;

“**die Wet**” die Wet op Kulturele Instellings (Volksraad), 1989 (Wet No. 66 van 1989);

“**direkteur**”, met betrekking tot 'n raad of 'n verklaarde instelling, 'n persoon in artikel 14 (1) van die Wet bedoel wat aan die hoof van die verklaarde instelling staan;

“**kalendermaand**” 'n tydperk van die eerste tot en met die laaste dag van enige van die 12 maande van 'n jaar;

“**maand**” 'n tydperk wat op 'n dag van 'n maand begin en op 'n dag wat die dag voorafgaan wat numeries ooreenstem met daardie dag in die volgende maand, eindig;

“**ondersoekbeampte**” 'n ondersoekbeampte kragtens regulasie 26 (1) aangestel;

“**rusdag**”, met betrekking tot 'n beampte of werknemer, enige dag waarop die beampte of werknemer van diens vrygestel is;

“**salarisverhoging**” die bedrag waarmee die salaris van 'n beampte of werknemer ooreenkomstig die toepaslike salarisskaal wat ingevolge artikel 6 (2) van die Wet bepaal word, verhoog kan word;

“**salarisverhogingstydperk**” 'n tydperk van 12 maande of 'n ander deur die raad goedgekeurde tydperk wat met betrekking tot 'n beampte of werknemer moet verstryk voordat sy salaris volgens die salarisskaal op hom van toepassing, verhoog kan word;

“**sekretaris**” 'n persoon ingevolge regulasie 3 (3) as sekretaris van 'n raad aangewys;

“**vergadering**” 'n raadsvergadering in Hoofstuk II bedoel;

"salary incremental period" means a period of 12 months or any other approved period by the council which shall elapse with regard to an officer or employee before his salary may be increased in accordance with the salary scale applicable to him;

"secretary" means a person designated as secretary of a council in terms of regulation 3 (3); and

"the Act" means the Cultural Institutions Act (House of Assembly), 1989 (Act No. 66 of 1989).

CHAPTER II: COUNCILS AND COUNCIL MEETINGS

Appointment of council members

2. (1) The Minister shall, subject to the provisions of section 7 (1) of the Act, appoint as many members of a council, as he may deem fit.

(2) The Minister may appoint a director of a declared institution, as a member of the council concerned.

(3) The Minister may, subject to the provisions of section 7 of the Act, permit—

(a) an association of persons contributing at least R1 000 annually, or in the opinion of the Minister, the equivalent thereof, to a declared institution; or

(b) any other body or person,

to nominate one or more additional members to a council, for appointment by the Minister.

(4) Any association, body or person referred to in subregulation (3) may nominate an alternate member for every additional member.

Meetings of councils

3. (1) The chairman, or should he be absent, the director, shall, within 14 days after a request of at least one third of the members of a council, convene a meeting.

(2) The chairman shall fix the date, time and venue of a meeting: Provided that a council shall meet at least once in a quarter.

(3) A council shall designate an officer or employee as secretary of the council.

(4) The secretary shall give notice in writing of a meeting together with an agenda so as to reach each member of the council not less than 14 days before the date of such meeting: Provided that the notice of a meeting referred to in subregulation (1) may be given in such other manner as the chairman may determine.

(5) If a director has not been appointed as a member of the council in terms of regulation 2 (2), he shall attend the meetings in an advisory capacity.

(6) A council may give permission to a member to be absent from meetings for a period not exceeding six months: Provided that a council may, only with permission of the Minister, give permission to a member to be absent for a period of more than six months from the meetings.

(7) (a) The secretary shall keep minutes of the proceedings of each meeting.

"verhogingsmaand" die kalendermaand waarin die salaris van 'n beampte of werknemer ingevolge regulasie 18 verhoog kan word;

"voorsitter" 'n persoon ingevolge artikel 8 (1) van die Wet as voorsitter van 'n raad aangestel;

"werknemer" 'n persoon wat tydelik in diens by 'n verklaarde instelling aangestel is.

HOOFSTUK II: RADE EN RAADS-VERGADERINGS

Aanstelling van raadslede

2. (1) Die Minister stel, behoudens die bepalings van artikel 7 (1) van die Wet, soveel lede van 'n raad aan as wat hy dienstig ag.

(2) Die Minister kan 'n direkteur van 'n verklaarde instelling as lid van die betrokke raad aanstel.

(3) Die Minister kan, behoudens die bepalings van artikel 7 van die Wet—

(a) 'n vereniging van persone wat minstens R1 000 per jaar, of die ekwivalent daarvan volgens die oordeel van die Minister, tot 'n verklaarde instelling bydra; of

(b) enige ander liggaam of persoon,

toelaat om een of meer bykomende lede in 'n raad te benoem vir aanstelling deur die Minister.

(4) 'n Vereniging, liggaam of persoon in subregulasie (3) bedoel, kan vir elke bykomende lid ook 'n plaasvervangende lid benoem.

Vergaderings van rade

3. (1) Die voorsitter of, indien hy afwesig is, die direkteur, moet binne 14 dae na 'n versoek van minstens een derde van die lede van die raad, 'n vergadering belê.

(2) Die voorsitter bepaal die datum, tyd en plek van 'n vergadering: Met dien verstande dat 'n raad ten minste een keer per kwartaal moet vergader.

(3) 'n Raad wys 'n beampte of werknemer as sekretaris van die raad aan.

(4) Die sekretaris gee skriftelike kennis van 'n vergadering saam met 'n sakelys om elke lid van die raad minstens 14 dae voor die datum van sodanige vergadering te bereik: Met dien verstande dat die kennisgewing van 'n vergadering in subregulasie (1) bedoel, op sodanige ander wyse kan geskied soos deur die voorsitter bepaal.

(5) Indien 'n direkteur nie ingevolge regulasie 2 (2) as 'n lid van die raad aangestel is nie, woon hy die vergaderings in 'n adviserende hoedanigheid by.

(6) 'n Raad kan aan 'n lid toestemming gee om vir 'n tydperk van hoogstens ses maande van vergaderings afwesig te wees: Met dien verstande dat 'n raad slegs met die toestemming van die Minister aan 'n lid toestemming kan gee om vir 'n tydperk van meer as ses maande van die vergaderings afwesig te wees.

(7) (a) Die sekretaris hou notule van die verrigtinge van elke vergadering.

(b) The minutes of a meeting, including the minutes of an extraordinary meeting, shall be dealt with on the first ensuing meeting and if the minutes are approved at the last-mentioned meeting, it shall be signed by the chairman and the secretary.

(c) Amendments to the minutes of a meeting shall be noted in the minutes of the ensuing meeting.

(d) A copy of the minutes of a meeting shall be sent to the Head of the Department and each member of the council within 30 days after the meeting.

(8) The secretary shall—

(a) give, within 30 days after a member has vacated his office in the council, notice thereof to the Head of the Department: Provided that where a vacancy occurs due to the expiry of the term of office of a member, such notice shall be given at least three months in advance; and

(b) perform the other duties the council assigns to him.

Procedure at meetings

4. (1) The decision of the majority of members at a meeting, shall be the decision of the council.

(2) (a) At an ordinary meeting a council shall deal with matters of which prior notice has been given and such other urgent matters as are raised by a member with the approval of the council.

(b) At an extraordinary meeting no other matters than those of which prior notice has been given, shall be dealt with.

(3) Each member present at a meeting shall have one vote and in the case of an equality of votes the chairman shall, in addition to his deliberative vote, have a casting vote.

(4) (a) Each motion or amendment shall be seconded and, if the chairman so directs, be taken down in writing: Provided that no motion or amendment shall be withdrawn without the consent of the council.

(b) If a council so decides, the number of members voting for or against a motion or amendment, shall be noted in the minutes: Provided that a member may request that it be noted in the minutes that the member voted for or against a motion or amendment, whereafter the chairman shall direct that the vote of such member thus be noted in the minutes.

(c) Notice of a motion by a member of the council, for inclusion in the agenda referred to in regulation 3 (4), shall, not less than 21 days before the date of the meeting, be submitted to the secretary in writing.

(d) Any member of the council shall have the right to propose that a matter under discussion be dealt with *in camera* and if the proposal is seconded, such proposal shall be put to vote without further discussion.

(5) If a member of the council has a personal interest in a subject under discussion, the chairman shall request the member concerned to leave the meeting for the duration of the discussion.

(b) Die notule van 'n vergadering, insluitend die notule van 'n buitengewone vergadering, word op die eersvolgende vergadering behandel en indien die notule by laasgenoemde vergadering goedgekeur word, word dit deur die voorsitter en die sekretaris onderteken.

(c) Wysigings aan die notule van 'n vergadering word in die notule van die daaropvolgende vergadering aangeteken.

(d) 'n Afskrif van die notule van 'n vergadering word binne 30 dae na afloop van die vergadering aan die Departementshoof en aan elkeen van die lede van die raad gestuur.

(8) Die sekretaris—

(a) gee, binne 30 dae na die ontruiming deur 'n lid van sy amp in die raad kennis daarvan aan die Departementshoof: Met dien verstande dat waar 'n vakature ontstaan omdat die ampstermyn van 'n lid verstryk het, sodanige kennis minstens drie maande vooruit gegee word; en

(b) verrig die ander pligte wat die raad aan hom toewys.

Prosedure tydens vergaderings

4. (1) Die beslissing van die meerderheid van die lede by 'n vergadering, is die beslissing van die raad.

(2) (a) Op 'n gewone vergadering behandel 'n raad sake waarvan daar vooraf kennis gegee is en die ander dringende sake wat 'n lid met die goedkeuring van die raad opper.

(b) Op 'n buitengewone vergadering word geen ander sake as die sake waarvan vooraf kennis gegee is, behandel nie.

(3) Elke aanwesige lid by 'n vergadering het een stem en die voorsitter het by 'n staking van stemme, benewens sy beraadslagende stem, ook 'n beslissende stem.

(4) (a) Elke mosie of amendement word gesekondeer en indien die voorsitter daartoe opdrag gee, op skrif gestel: Met dien verstande dat geen mosie of amendement sonder die toestemming van die raad teruggetrek word nie.

(b) Indien 'n raad daartoe besluit, word die aantal lede wat vir of teen 'n mosie of amendement stem in die notule aangeteken: Met dien verstande dat 'n lid mag versoek dat daar in die notule aangeteken word dat dié lid vir of teen 'n mosie of amendement gestem het, waarna die voorsitter opdrag gee dat die stem van sodanige lid aldus aangeteken word.

(c) Kennis van 'n mosie deur 'n lid van die raad, vir insluiting in die sakelys in regulasie 3 (4) bedoel, moet minstens 21 dae voor die datum van die vergadering skriftelik by die sekretaris ingedien word.

(d) Enige lid van die raad het die reg om voor te stel dat 'n onderwerp onder bespreking in komitee behandel word, en indien die voorstel gesekondeer word, word sodanige voorstel sonder verdere bespreking tot stemming gebring.

(5) Indien 'n lid van die raad 'n persoonlike belang by 'n onderwerp onder bespreking het, versoek die voorsitter die betrokke lid om die vergadering vir die duur van die bespreking te verlaat.

Quorum

5. (1) A third of the members of a council but not less than three members shall constitute a quorum for a meeting.

(2) If the members present at a meeting do not constitute a quorum, the chairman shall convene a further meeting by giving notice to all members.

(3) On such a further meeting the members present shall constitute a quorum.

Allowances to council members

6. A member of a council shall receive the allowances which the Minister determines in terms of section 7 (6) of the Act.

CHAPTER III: MOVABLE AND IMMOVABLE PROPERTY**Safeguarding of movable and immovable property**

7. A director shall, subject to guidelines determined by the council, make proper arrangements for the safety of all movable and immovable property belonging to the declared institution or which are entrusted under its care and shall take reasonable precautionary measures against loss, damage and theft thereof.

Insurance

8. A council shall arrange with an insurer for the provision of insurance cover against any loss, damage, risk or liability which it may suffer or incur, including such cover in respect of—

(a) all the immovable property belonging to the declared institution; and

(b) all the movable property belonging to the declared institution or entrusted under its care, excluding those exempted from the provisions of this paragraph by the Head of the Department.

Procedure in connection with losses

9. (1) A director shall report any loss of property, money or assets of a declared institution to—

(a) the Head of the Department;

(b) the council;

(c) the Auditor-General; and

(d) the nearest police station, should he be of the opinion that a criminal offence has been committed.

(2) The council shall take all the necessary steps to recover the loss.

(3) Should the council be of the opinion that the loss cannot be recovered, it may be written off.

CHAPTER IV: APPOINTMENT AND TERMINATION OF SERVICE**Appointment requirements**

10. (1) No person shall be appointed as an officer or employee, unless he meets with the requirements with regard to qualifications and experience which are prescribed by means of the appropriate personnel administration standard for the appointment of officers and employees in the Public Service.

Kworum

5. (1) 'n Derde van die lede van 'n raad, maar nie minder nie as drie lede, maak 'n kworum vir 'n vergadering uit.

(2) Indien die lede wat by 'n vergadering aanwesig is, nie 'n kworum uitmaak nie, belê die voorsitter by kennisgewing aan alle lede 'n verdere vergadering.

(3) Op so 'n verdere vergadering maak die aanwesige lede 'n kworum uit.

Toelaes aan raadslede

6. 'n Lid van 'n raad ontvang die toelaes wat die Minister ingevolge artikel 7 (6) van die Wet bepaal.

HOOFSTUK III: ROERENDE EN ONROERENDE GOED**Beveiliging van roerende en onroerende goed**

7. 'n Direkteur tref, behoudens riglyne deur die raad bepaal, behoorlike reëlins vir die veiligheid van alle roerende en onroerende goed wat aan die verklaarde instelling behoort of aan die sorg daarvan toevertrou is en tref redelike voorsorgmaatreëls teen verlies, beskadiging en diefstal daarvan.

Versekering

8. 'n Raad moet met 'n versekeraar reël vir die voorsiening by wyse van versekering van dekking teen enige skade, verlies, risiko of aanspreeklikheid wat hy mag ly of oploop, met inbegrip van sodanige dekking ten opsigte van—

(a) al die onroerende goed wat aan die verklaarde instelling behoort; en

(b) al die roerende goed wat aan die verklaarde instelling behoort of toevertrou is, uitgesonderd dié wat deur die Departementshoof van die vereistes van hierdie paragraaf vrygestel word.

Prosedure in verband met verliese

9. (1) 'n Direkteur rapporteer enige verlies van eiendom, geld of bates van 'n verklaarde instelling aan—

(a) die Departementshoof;

(b) die raad;

(c) die Ouditeur-generaal; en

(d) die naaste polisie-stasie, indien hy van oordeel is dat 'n strafregtelike oortreding begaan is.

(2) Die raad doen al die nodige stappe om die verlies te verhaal.

(3) Indien die raad van oordeel is dat die verlies nie verhaal kan word nie, kan dit afgeskryf word.

HOOFSTUK IV: AANSTELLING EN DIENSBEEÏNDIGING**Aanstellingsvereistes**

10. (1) Geen persoon word as 'n beampte of werknemer aangestel nie, tensy hy voldoen aan die vereistes ten opsigte van kwalifikasies en ondervinding wat by wyse van die toepaslike personeeladministrasiestandaard vir die aanstelling van beamptes en werknemers in die Staatsdiens voorgeskryf word.

(2) No person shall be appointed as an officer, whether on probation or not, unless he—

(a) is a South African citizen, or a citizen of an area which formed part of the Republic of South Africa and became an independent state in terms of an Act of Parliament;

(b) is of good character and is medically fit;

(c) is under the age of 55 years;

(d) has passed an examination in both official languages of a standard—

(i) in connection with posts for which a Matriculation Certificate is required, one official language equivalent to the standard of the National Senior Certificate First Language and the other official language equivalent to the standard of the National Senior Certificate Second Language, or recognised equivalent certificates or of a higher standard; and

(ii) in connection with posts for which a lower qualification than Matriculation but not lower than National Junior Certificate or Standard 8 is required, one official language equivalent to the standard of the National Junior Certificate First Language and the other official language equivalent to the standard of the National Junior Certificate Second Language, or recognised equivalent certificates or of a higher standard:

Provided that a person who does not qualify in terms of paragraph (a) for a permanent appointment as an officer, may be appointed as an employee for a specific period.

(3) A person who applies for appointment as an officer, shall complete a statement regarding his health condition on a form provided by the council and sign it, and, if he is required by the council to do so, subject himself to a medical examination.

(4) A person who applies for appointment as an officer or employee, shall submit his birth certificate or equivalent document to the council.

Appointment on probation

11. (1) An officer shall be appointed on probation for a period of at least 12 months, which period may be extended for a further period not exceeding 24 months.

(2) The council may discharge an officer appointed on probation—

(a) after a calendar month's written notice; or

(b) forthwith, if his conduct is unsatisfactory.

(3) The probation period of an officer shall be extended with the number of days he was absent with leave during his probation period.

Transfer

12. An officer may be transferred from one post, division or office, to any other post, division or office by the council: Provided that a transfer involving a reduction in an officer's pensionable emoluments shall not be made without his consent, unless such transfer is made in terms of regulation 32 (1) (c): Provided further

(2) Geen persoon word as 'n beamppte, hetsy op proef al dan nie, aangestel, tensy hy—

(a) 'n Suid-Afrikaanse burger is, of 'n burger is van 'n gebied wat deel van die Republiek van Suid-Afrika uitgemaak het en ingevolge 'n Wet van die Parlement 'n onafhanklike staat geword het;

(b) van goeie karakter is en medies geskik is;

(c) onder die ouderdom van 55 jaar is;

(d) in 'n eksamen in beide amptelike tale geslaag het van 'n standaard—

(i) ten opsigte van poste waar 'n Matrikulasiesertifikaat vereis word, van een amptelike taal gelykstaande aan die standaard van die Nasionale Senior Sertifikaat Eerste Taal en die ander amptelike taal gelykstaande aan die standaard van die Nasionale Senior Sertifikaat Tweede Taal, of erkende gelykwaardige sertifikate of van 'n hoër standaard; en

(ii) ten opsigte van poste waar 'n laer kwalifikasie as matrikulasie, maar nie laer nie as die Nasionale Junior Sertifikaat of Standaard 8 vereis word, van een amptelike taal gelykstaande aan die standaard van die Nasionale Junior Sertifikaat Eerste Taal en die ander amptelike taal gelykstaande aan die standaard van die Nasionale Junior Sertifikaat Tweede Taal, of erkende gelykwaardige sertifikate of van 'n hoër standaard:

Met dien verstande dat 'n persoon wat nie ingevolge paragraaf (a) kwalifiseer vir permanente aanstelling as 'n beamppte nie, as 'n werknemer vir 'n bepaalde tydperk aangestel kan word.

(3) 'n Persoon wat vir aanstelling as 'n beamppte aansoek doen, vul 'n verklaring in betreffende sy gesondheidstoestand, op 'n vorm deur die raad voorsien, en onderteken dit en, indien die raad dit van hom vereis, onderwerp hy hom aan 'n geneeskundige ondersoek.

(4) 'n Persoon wat vir aanstelling as 'n beamppte of werknemer aansoek doen, lê sy geboortesertifikaat of gelykwaardige dokument aan die raad voor.

Aanstelling op proef

11. (1) 'n Beamppte word op proef aangestel vir 'n tydperk van minstens 12 maande, welke tydperk vir 'n verdere tydperk van hoogstens 24 maande verleng kan word.

(2) Die raad kan 'n beamppte wat op proef aangestel is—

(a) na skriftelike kennisgewing van 'n kalendermaand ontslaan; of

(b) onverwyld ontslaan, indien sy gedrag onbevredigend is.

(3) Die proeftydperk van 'n beamppte word verleng met die getal dae waarop hy gedurende sy proeftydperk met verlof afwesig was.

Oorplasing

12. 'n Beamppte kan van die een pos, afdeling of kantoor na 'n ander pos, afdeling of kantoor oorgeplaas word deur die raad: Met dien verstande dat 'n oorplasing wat 'n vermindering in 'n beamppte se pensioengevende besoldiging meebring, nie sonder sy toestemming mag geskied nie, tensy sodanige oorplasing

that an officer who is transferred to a post with a higher grading shall not be entitled, merely on the strength of such transfer, to lay claim to the salary scale attached to such higher post.

Resignation

13. (1) (a) An officer, shall give at least one calendar month's written notice to the director of his intention to resign from his post, unless otherwise provided for in his conditions of appointment or otherwise approved by the council in an exceptional case: Provided that if the first day of the calendar month is a day of rest, such notice may be given on the first ensuing day which is not a day of rest.

(b) If an officer has thus given notice, he shall be paid for the full calendar month irrespective of it ending on a day of rest, provided he shall remain in service until the last working day in that calendar month.

(2) An employee shall give at least 24 hours written notice to the director of his intention to resign from his post: Provided that such notice may be given at any time of the calendar month, except on a day of rest: Provided further that if a full calendar month's notice is given the employee shall be paid for the full calendar month irrespective of it ending on a day of rest, provided that he remains in service until the last working day in that calendar month.

Retirement age

14. (1) An officer shall retire from the service of a declared institution—

(a) with effect from the date on which he reaches the age of 65 years: Provided that if he attains such age after the first day of a month, he shall be deemed to have attained it on the first day of the following month; or

(b) on reaching the pensionable age of 60 years or at any time thereafter, if—

(i) he gives at least three calendar month's written notice in advance of his intention so to retire; or

(ii) the council decides that he be so retired with three calendar month's written notice:

(2) An employee shall retire from the service of a declared institution on attaining the pensionable age of 60 years or at any time thereafter, if—

(a) he gives at least three calendar month's written notice in advance of his intention so to retire; or

(b) the council decides that he be so retired with three calendar month's written notice.

Termination of service

15. (1) An officer or employee's services may be terminated by the council—

(a) on account of continued ill-health;

(b) owing to the abolition of his post or any reduction, reorganisation or readjustment of the fixed establishment of the declared institution;

kragtens regulasie 32 (1) (c) geskied: Met dien verstande voorts dat 'n beamppte wat na 'n pos met 'n hoër gradering oorgeplaas word, nie bloot uit hoofde van sodanige oorplasing op die salarisskaal verbonde aan sodanige hoër pos aanspraak kan maak nie.

Bedanking

13. (1) (a) 'n Beamppte gee minstens een kalendermaand skriftelike kennis aan die direkteur van sy voorneme om uit sy pos te bedank, tensy in sy aanstellingsvoorwaardes anders bepaal word of die raad in 'n uitsonderlike geval anders goedkeur: Met dien verstande dat, indien die eerste dag van die kalendermaand 'n rusdag is, sodanige kennis op die eerste daaropvolgende dag wat nie 'n rusdag is nie, gegee kan word.

(b) Indien 'n beamppte aldus kennis gegee het, word hy betaal vir die volle kalendermaand ongeag of dit eindig op 'n rusdag, mits hy in diens bly tot die laaste werkdag in daardie kalendermaand.

(2) 'n Werknemer gee minstens 24 uur skriftelik kennis aan die direkteur van sy voorneme om uit sy pos te bedank: Met dien verstande dat sodanige kennis op enige tydstip van die kalendermaand gegee kan word, behalwe op 'n rusdag: Met dien verstande voorts dat indien kennis van 'n volle kalendermaand gegee word, die werknemer betaal word vir die volle kalendermaand ongeag of dit eindig op 'n rusdag, mits hy in diens bly tot die laaste werkdag in daardie kalendermaand.

Ouderdom vir uitdienstreding

14. (1) 'n Beamppte tree af uit die diens van 'n verklaarde instelling—

(a) met ingang van die datum waarop hy die leeftyd van 65 jaar bereik: Met dien verstande dat indien hy sodanige leeftyd na die eerste dag van 'n maand bereik, hy geag word dit op die eerste dag van die eersvolgende maand te bereik het; of

(b) by die bereiking van die pensioenleeftyd van 60 jaar of te eniger tyd daarna, indien—

(i) hy minstens drie kalendermaande vooruit skriftelik kennis gee van sy begeerte om aldus af te tree; of

(ii) die raad besluit dat hy met skriftelike kennisgewing van drie kalendermaande aldus aftree:

(2) 'n Werknemer tree af uit die diens van 'n verklaarde instelling by die bereiking van die pensioenleeftyd van 60 jaar of te eniger tyd daarna, indien—

(a) hy minstens drie kalendermaande vooruit skriftelik kennis gee van sy begeerte om aldus af te tree; of

(b) die raad besluit dat hy met skriftelike kennisgewing van drie kalendermaande aldus aftree.

Diensbeëindiging

15. (1) 'n Beamppte of werknemer se diens kan deur die raad beëindig word—

(a) weens voortdurende swak gesondheid;

(b) weens die afskaffing van sy pos of 'n vermindering, reorganisasie of herskikking van die vaste diensstaat van die verklaarde instelling;

(c) if, for reasons other than his own incompetence or inability, in the opinion of the council, his discharge shall promote efficiency or economy at the declared institution or such discharge shall be in the interest of the declared institution;

(d) subject to the provisions of these Regulations on account of incompetence for the duties attached to his post or the inability to perform those duties in an efficient manner;

(e) subject to the provision of these Regulations, on account of misconduct;

(f) if he was appointed to the post concerned on the ground of a misrepresentation made by him in relation to a condition for appointment in a permanent capacity; or

(g) if, in the case of an officer appointed on probation, his appointment is not confirmed.

(2) (a) Notwithstanding the absence of any cause for retirement or termination of service set out in these Regulations, the council may terminate the services of an officer on at least three calendar months' written notice: Provided that such officer may within 14 days of the receipt of such notice or within the further period as the Minister may allow, lodge an appeal against the termination of his services to the Minister.

(b) After considering the appeal referred to in paragraph (a), the Minister may—

(i) order that the appellant be reinstated in his former post or placed in any other post subject to the conditions, if any, which he may determine; or

(ii) dismiss the appeal.

(3) The council may, notwithstanding the absence of any reason for dismissal in terms of subregulation (1) terminate the services of an employee with 24 hours written notice.

CHAPTER V: REMUNERATION

Assumption of duty: Commencing date of salary

16. An officer or employee shall be paid a salary with effect from the date of assumption of duty: Provided that a person who is in the full-time service of a state department, provincial administration, other declared institution or declared establishment which, in terms of section 3 or 5 of the Cultural Institutions Act, 1969 (Act No. 29 of 1969), is declared or deemed to be declared as such institution, who is appointed at a declared institution without interruption of service and as a result of a day of rest or a public holiday is unable to assume duty on the following day, and assumes duty on the first ensuing working day, shall be appointed and paid with effect from the first day following the day on which he terminated his service at that state department, provincial administration, other declared institution or declared establishment.

Commencing salary

17. An officer or employee shall on appointment be paid a salary at the minimum notch of the appropriate salary scale: Provided that the council may approve a higher salary within the limits of that scale.

(c) indien, om ander redes as sy eie ongeskiktheid of onvermoë, sy ontslag na die oordeel van die raad doeltreffendheid of besuiniging by die verklaarde instelling sal bevorder of sodanige ontslag in belang van die verklaarde instelling sal wees;

(d) behoudens die bepalings van hierdie Regulasies, weens ongeskiktheid vir die pligte wat aan sy pos verbonde is of die onvermoë om daardie pligte op 'n bekwame wyse uit te voer;

(e) behoudens die bepalings van hierdie Regulasies, weens wangedrag;

(f) indien hy in die betrokke pos aangestel is op grond van 'n wanvoorstelling wat hy met betrekking tot 'n voorwaarde vir aanstelling in 'n permanente hoedanigheid gemaak het; of

(g) in die geval van 'n beampte wat op proef aangestel is, indien sy aanstelling nie bekragtig word nie.

(2) (a) Ondanks die afwesigheid van enige gronde vir aftrede of diensbeëindiging in hierdie Regulasies uiteengesit, kan die raad 'n beampte se diens met minstens drie kalendermaande skriftelike kennisgewing beëindig: Met dien verstande dat so 'n beampte binne 14 dae na ontvangs van so 'n kennisgewing of binne die verdere tydperk wat die Minister kan toelaat, appèl teen sy diensbeëindiging by die Minister kan aanteken.

(b) Na oorweging van 'n appèl in paragraaf (a) bedoel, kan die Minister—

(i) gelas dat die appellant in sy vorige pos herstel of in 'n ander pos geplaas word op die voorwaardes, indien enige, wat hy bepaal; of

(ii) die appèl van die hand wys.

(3) Die raad kan 'n werknemer se dienste, ondanks die afwesigheid van enige rede vir ontslag ingevolge subregulasie (1), deur 24 uur skriftelike kennisgewing beëindig.

HOOFTUK V: BESOLDIGING

Diensaanvaarding: Datum waarop salaris begin

16. Aan 'n beampte of werknemer word 'n salaris betaal met ingang van sy datum van diensaanvaarding: Met dien verstande dat 'n persoon wat voltyds in diens is van 'n staatsdepartement, provinsiale administrasie, ander verklaarde instelling of verklaarde inrigting wat ingevolge artikel 3 of 5 van die Wet op Kulturele Inrigtings, 1969 (Wet No. 29 van 1969), tot sodanige inrigting verklaar is of geag word verklaar te gewees het, wat sonder onderbreking van diens by 'n verklaarde instelling aangestel word en as gevolg van 'n rusdag of openbare vakansiedag nie in staat is om op die eersvolgende dag diens te aanvaar nie, en op die eersvolgende werkdag diens aanvaar, aangestel en besoldig word met ingang van die eerste dag wat volg op die dag waarop hy sy diens by daardie staatsdepartement, provinsiale administrasie, ander verklaarde instelling of verklaarde inrigting beëindig het.

Aanvangsalaris

17. Daar word aan 'n beampte of werknemer by aanstelling 'n salaris teen die minimum kerf van die toepaslike salarisskaal betaal: Met dien verstande dat die raad 'n hoër salaris binne die perke van daardie skaal kan goedkeur.

Salary increments

18. The salary of an officer or employee shall be increased, after completion of each salary incremental period with effect from the first day of his incremental month, by one salary notch within the limits of and in accordance with the salary scale applicable to him, provided that the officer or employee's performance, behaviour, diligence, discipline, punctuality and sobriety was satisfactory during the salary incremental period: Provided that in the case where the salary increment of an officer or employee is withheld, such increment may be granted to him at a later stage when, in the opinion of the council, he complies with the requirements concerned.

Reduction of salaries

19. The salary or salary scale of an officer or employee shall not be reduced without his consent, save in accordance with the provisions of regulations 32 (1) (d) or 33 (2).

Wrongly granted remuneration

20. (1) If an incorrect salary or salary scale on appointment, transfer or promotion, or an incorrect increment of salary within the limits of the appropriate salary scale was awarded or granted to an officer or employee, or was awarded or granted at the correct notch or scale but at a time when or in circumstances under which it should not have been awarded or granted to him, the director shall correct the officer or employee's salary or salary scale with effect from the date upon which the incorrect salary, salary scale or salary increment took effect, notwithstanding the provisions of regulation 19 and notwithstanding the fact that the officer or employee concerned was unaware that an error had been made, in the case where the correction amounts to a reduction of his salary or salary scale.

(2) If an officer or employee referred to in subregulation (1) has in respect of his salary, including any portion of any allowance or other remuneration or any other benefit calculated on his basic salary or salary scale, or awarded to him by reason of his basic salary—

(a) has been underpaid, the amount equal to the amount of the underpayment shall be paid to him and the other benefit which he did not receive, shall be awarded to him as from a current date; or

(b) has been overpaid or received any such other benefit not due to him—

(i) an amount equal to the amount of the overpayment shall be recovered from him by way of the deduction from his salary of the installments which the director determines with the approval of the council, or by way of legal proceedings, or partly in the former manner and partly in the latter manner; and

(ii) such other benefit shall be discontinued or withdrawn as from a current date, but the officer or employee concerned shall be entitled to be compensated by the council for any patrimonial loss which he has suffered or will suffer as a result of such discontinuation or withdrawal.

Salarisverhogings

18. 'n Beampte of werknemer se salaris word na voltooiing van elke salarisverhogingstydperk met ingang van die eerste dag van sy verhogingsmaand, met een salariskerf verhoog binne die perke van en ooreenkomstig die salarisskaal wat op hom van toepassing is, mits die beampte of werknemer se werkverrigting, gedrag, ywer, dissipline, stiptheid en matigheid gedurende die salarisverhogings tydperk bevredigend was: Met dien verstande dat in 'n geval waar 'n beampte of werknemer se salarisverhoging teruggehou word, sodanige verhoging by 'n latere geleentheid aan hom toegeken kan word wanneer hy na mening van die raad aan die betrokke vereistes voldoen.

Verlaging van salarisse

19. 'n Beampte of werknemer se salaris of salarisskaal word nie sonder sy toestemming verlaag nie, behalwe ooreenkomstig die bepalings van regulasies 32 (1) (d) of 33 (2).

Foutiewelik toegestane besoldiging

20. (1) Indien 'n foutiewe salaris of salarisskaal by aanstelling, oorpasing of bevordering, of 'n foutiewe verhoging in salaris binne die perke van die toepaslike salarisskaal, aan 'n beampte of werknemer toegeken of toegestaan is, of toegeken of toegestaan is teen die korrekte kerf of skaal maar op 'n tyd wanneer of in die omstandighede waaronder dit nie aan hom toegeken of toegestaan behoort te gewees het nie, stel die direkteur die beampte of werknemer se salaris of salarisskaal reg met ingang van die datum waarop die foutiewe salaris, salarisskaal of salarisverhoging in werking getree het, ondanks die bepalings van regulasie 19 en ondanks die feit dat die betrokke beampte of werknemer onbewus daarvan was dat 'n fout begaan is, in die geval waar die regstelling neerkom op 'n verlaging van sy salaris of salarisskaal.

(2) Indien 'n beampte of werknemer bedoel in subregulasie (1) ten opsigte van sy salaris, met inbegrip van enige gedeelte van 'n toelae of ander besoldiging of enige ander voordeel wat op sy basiese salaris of salarisskaal bereken is of op grond van sy basiese salaris aan hom toegeken is—

(a) onderbetaal is, word die bedrag gelyk aan die bedrag van die onderbetaling aan hom betaal en die ander voordeel wat hy nie ontvang het nie, vanaf 'n lopende datum aan hom toegeken; of

(b) oorbetal is, of so 'n ander voordeel ontvang het wat hom nie toekom nie—

(i) word 'n bedrag gelyk aan die bedrag van die oorbetalings op hom verhaal by wyse van die aftrekking van sy salaris van die paalemente wat die direkteur met die goedkeuring van die raad bepaal, of by wyse van geregtelike stappe, of gedeeltelik op eersgenoemde en gedeeltelik op laasgenoemde wyse; en

(ii) word daardie ander voordeel vanaf 'n lopende datum gestaak of ingetrek, maar die betrokke beampte of werknemer het die reg om deur die raad vergoed te word vir enige vermoënsregtelike skade wat hy as gevolg van sodanige staking of intrekking gelyk het of sal ly.

(3) With the approval of the council, the amount of an overpayment to be recovered in terms of subregulation (2) (b), may be remitted in whole or in part.

Performance of other work by officers and employees and overtime remuneration

21. An officer or employee—

(a) shall make all his time available to the declared institution where he is employed;

(b) shall devote his full attention during his hours of duty or periods of overtime to the duties assigned to him;

(c) shall legally have no claim to additional remuneration in respect of any additional official duty or service assigned to him by or on behalf of the council: Provided that in cases where the number of prescribed working hours per week is exceeded, the council may pay him overtime remuneration;

(d) shall not without the consent of the council perform remunerative work outside his official duty at the declared institution, or bind himself to perform such remunerative work; and

(e) shall pay into institution funds any money that is due to the declared institution, as well as, unless the council otherwise decides, any remuneration or allowances of whatever nature which he had received other than according to the provisions of the Act or these Regulations.

Staff evaluation and encouragement measures

22. Staff evaluation and encouragement measures with regard to officers and employees shall take place on the basis determined by the council: Provided that such measures are within the limits determined by the Minister.

CHAPTER VI: INEFFICIENCY AND MISCONDUCT

Inquiry into inefficiency

23. (1) If it is alleged that any officer employed at a declared institution is incompetent, or is unable to perform his duties in an efficient manner, the council may in writing appoint a person as an investigation officer to institute an inquiry into such allegation.

(2) The provisions of regulations 26 (2), 27, 28, 29, 30 and 31 shall *mutatis mutandis* apply in respect of an inquiry referred to in subregulation (1).

(3) If the investigating officer found that the officer concerned is incompetent for his duties, or is unable to perform it in an efficient manner, and he does not lodge an appeal or, if he lodges an appeal and his appeal is wholly or partly dismissed, the council may with regard to the documents relating to the inquiry and where applicable to the appeal, decide that—

(a) no further action be taken against the officer;

(b) the officer be transferred to another post;

(c) the officer's salary or rank, or his salary as well as his rank be reduced;

(3) Met die goedkeuring van die raad kan die bedrag van 'n oorbetalings wat ingevolge subregulasie (2) (b) verhaal moet word, geheel of gedeeltelik kwytgeskeld word.

Verrigting van ander werk deur beamptes en werknemers en oortydbesoldiging

21. 'n Beampete of werknemer—

(a) stel al sy tyd ter beskikking van die verklaarde instelling waar hy in diens is;

(b) wy gedurende sy diensure of tydperke van oortyd diens sy volle aandag aan die pligte aan hom opgedra;

(c) het regtens geen aanspraak op addisionele besoldiging ten opsigte van enige addisionele amptelike diens of werk deur of namens die raad aan hom opgedra nie: Met dien verstande dat die raad in gevalle waar die voorgeskrewe aantal diensure per week oorskry word, oortydbesoldiging aan hom kan betaal;

(d) verrig nie sonder toestemming van die raad besoldigde werk buite sy amptelike diens by die verklaarde instelling, of verbind hom nie om sodanige besoldigde werk te verrig nie; en

(e) stort in instellingsfondse enige gelde wat die verklaarde instelling toekom, asook, tensy die raad anders bepaal, enige besoldiging of toelae van watter aard ook al wat hy ontvang het anders as ooreenkomstig die bepalings van die Wet op hierdie Regulasies.

Personeeëvaluering en aansporingsmaatreëls

22. Personeeëvaluering en aansporingsmaatreëls ten opsigte van beamptes en werknemers geskied op die grondslag wat deur die raad bepaal word: Met dien verstande dat sodanige maatreëls binne die perke wat deur die Minister bepaal word, is.

HOOFTUK VI: ONBEKWAAMHEID EN WANGEDRAG

Onderzoek na onbekwaamheid

23. (1) Indien beweer word dat 'n beampete ongeskik of nie in staat is om sy pligte op 'n bekwame wyse uit te voer nie, kan die raad skriftelik 'n persoon as 'n ondersoekbeampete aanstel om 'n ondersoek na sodanige bewering in te stel.

(2) Die bepalings van regulasies 26 (2), 27, 28, 29, 30 en 31 is *mutatis mutandis* van toepassing ten opsigte van 'n ondersoek in subregulasie (1) bedoel.

(3) Indien die ondersoekbeampete bevind het dat die betrokke beampete ongeskik is vir sy pligte of nie in staat is om dit op 'n bekwame wyse uit te voer nie en hy nie appelleer nie of, indien hy appelleer en sy appèl in die geheel of gedeeltelik van die hand gewys word, kan die raad met inagneming van die dokumente wat op die ondersoek en, waar toepaslik, op die appèl, betrekking het, besluit dat—

(a) geen verdere stappe teen die beampete gedoen word nie;

(b) die beampete na 'n ander pos oorgeplaas word;

(c) die beampete se salaris of sy rang, of sy salaris sowel as sy rang verlaag word;

(d) action against the officer be taken under paragraph (b) as well as paragraph (c); or

(e) the officer be discharged from his service or be called upon to resign with effect from a date determined by the council: Provided that, if he fails to thus resign, he shall be deemed to have been discharged with effect from that date.

Definition of Misconduct

24. An officer shall be guilty of misconduct if he—

(a) contravenes or fails to comply with any provision of the Act or encourages disobedience or resistance to an Act of Parliament;

(b) performs or causes or permits to be performed, any act which is prejudicial to the administration, discipline or efficiency of a declared institution;

(c) disobeys, disregards or makes wilful default in carrying out a lawful order given to him, or by word or conduct makes himself guilty of insubordination;

(d) is negligent or indolent in the performance of his duties;

(e) undertakes, without the permission of the council, any private agency or private work in relation to a matter connected with the performance of his official duties;

(f) publicly criticizes the administration of a declared institution;

(g) attempts through any person not in the service of the declared institution, to secured intervention in connection with his official position or conditions of service, unless it is done to obtain redress of any grievance through the Minister;

(h) conducts himself in a disgraceful, improper or unbecoming manner, or while on duty is guilty of gross discourteousness;

(i) uses intoxicating liquor or stupefying drugs excessively, or while he is or should be on duty, is under the influence of intoxicating liquor or stupefying drugs to an extent which is prejudicial to the declared institution or to the efficient performance of his duties, unless it is shown that it is not due to any improper conduct or action, on his part;

(j) becomes subject to an order of sequestration of his estate or becomes financially embarrassed, unless it is shown that the insolvency or embarrassment has been caused by unavoidable misfortune;

(k) without first having obtained the permission of the director, discloses otherwise than in the discharge of his official duties, information gathered or obtained by him through his service or uses such information for any purpose other than the discharge of his official duties whether or not such information is disclosed;

(l) accepts or demands in respect of the performance of or the failure to perform his duties any commission, fee, or other reward, to which he is not entitled by virtue of his office or fails to report to the council the offer of any such commission, fee or reward;

(d) teen die beamppte opgetree word kragtens paragraaf (b) sowel as paragraaf (c); of

(e) die beamppte uit sy diens ontslaan word of aangese word om te bedank met ingang van 'n datum deur die raad bepaal: Met dien verstande dat indien hy versuim om aldus te bedank, hy met ingang van daardie datum geag ontslaan te wees.

Omskrywing van wangedrag

24. 'n Beamppte is skuldig aan wangedrag indien hy—

(a) 'n bepaling van die Wet oortree of versuim om daaraan te voldoen, of ongehoorsaamheid aan of verzet teen 'n Wet van die Parlement aanmoedig;

(b) 'n handeling wat tot nadeel strek van die administrasie, dissipline of doeltreffendheid van 'n verklaarde instelling, verrig, laat verrig, of toelaat dat dit verrig word;

(c) 'n wettige bevel wat aan hom gegee is, nie gehoorsaam nie, dit verontagsaam, of opsetlik versuim om dit uit te voer, of deur woord of gedrag hom aan insubordinasie skuldig maak;

(d) nalatig of traag is by die verrigting van sy pligte;

(e) sonder die toestemming van die raad enige private agentskap of private werk onderneem met betrekking tot 'n aangeleentheid wat met die verrigting van sy ampspligte in verband staan;

(f) in die openbaar die administrasie van 'n verklaarde instelling kritiseer;

(g) probeer om deur middel van 'n persoon wat nie in diens van die verklaarde instelling is nie, ingryping in verband met sy amptelike posisie of diensvoorwaardes te verkry, tensy dit gedoen word om herstel van 'n grief deur bemiddeling van die Minister te verkry;

(h) hom op 'n skandelijke, onbehoorlike of onbetaamlike wyse gedra of, terwyl hy aan diens is, hom aan growwe onbeleeftheid skuldig maak;

(i) buitensporig gebruik maak van sterk drank of bedwelkende middels of, terwyl hy aan diens is of aan diens behoort te wees, onder die invloed van sterk drank of bedwelkende middels is in 'n mate wat tot nadeel strek van die verklaarde instelling of van die doeltreffende verrigting van sy pligte, tensy daar bewys word dat dit nie aan onbetaamlike gedrag of optrede van sy kant te wyte is nie;

(j) onderworpe word aan 'n bevel van sekwestrasie van sy boedel, of in geldelike moeilikheid raak, tensy daar bewys word dat die insolvensie of moeilikheid deur onvermydelike teenspoed veroorsaak is;

(k) sonder die vooraf verkreeë toestemming van die direkteur, inligting wat hy ingewin of bekom het as gevolg van sy diens, openbaar maak anders as by die verrigting van sy ampspligte, of sodanige inligting gebruik vir 'n ander doel as vir die verrigting van sy ampspligte, hetsy sodanige inligting openbaar gemaak word al dan nie;

(l) enige kommissie, geld of ander beloning waarop hy uit hoofde van sy amp nie geregtig is nie, aanneem of eis ten opsigte van die verrigting van sy ampspligte of die versuim om dit te verrig, of versuim om die aanbod van enige sodanige kommissie, geld of beloning aan die raad te rapporteer;

(m) appropriates for himself any property of the declared institution, or makes use thereof in an improper manner, under circumstances not amounting to an offence;

(n) commits an offence;

(o) absents himself from his office or duty without leave or valid reason;

(p) with a view to obtaining any privilege or advantage in relation to his official position or his duties, or to causing any prejudice or damage to a declared institution, or to any person in the service of a declared institution, makes a false or incorrect statement, knowing it to be false or incorrect.

Charge of misconduct

25. (1) Whenever an officer is accused of misconduct, the chairman, or a person authorised by him thereto, may, on instruction of the council, charge him in writing with that misconduct.

(2) A charge of misconduct shall in accordance with the provisions of regulation 34 be served on the officer charged, and the charge shall be accompanied by a request that the officer charged, within 21 days after the charge has been served on him, submit to the council a written admission or denial of the charge and, should he so prefer, a written explanation in connection with the charge.

(3) The council may at any time have a charge of misconduct against an officer withdrawn.

(4) If the person charged admits the charge, he shall for the purposes of regulation 29, be deemed to have been convicted of the misconduct with which he was charged on the date on which the council received the admission.

(5) If an officer resigns from the service of the declared institution or assumes duty in another position while he is suspended from his service in terms of regulation 33 (1), or while a charge of misconduct against him in terms of these Regulations has not yet been finalised, he shall, unless the council decides otherwise, be deemed to have been discharged on account of misconduct with effect from the date on which he thus resigned or assumed duty in another position, as the case may be.

Inquiry into misconduct

26. (1) If an officer charged with misconduct in terms of regulation 25 (1) denies the charge or fails to comply with the request referred to in subregulation (2) of that regulation, the council shall appoint a person as an investigating officer to inquire into the charge.

(2) The investigating officer shall after consultation with the chairman or an officer authorised by him thereto, fix the date, time and venue of the inquiry, and the chairman or an officer authorised by him thereto, shall give the officer charged 14 days' written notice of the date, time and venue thus fixed: Provided that the chairman may postpone the inquiry at the furnishing of good reasons.

(m) hom enige eiendom van die verklaarde instelling toeëin, of op 'n onbehoorlike wyse daarvan gebruik maak, onder omstandighede wat nie op 'n misdryf neerkom nie;

(n) 'n misdryf pleeg;

(o) sonder verlof of 'n geldige rede van sy kantoor of diens wegbly;

(p) met die oog op die verkryging van enige voorreg of voordeel met betrekking tot sy amptelike posisie of pligte, of op die veroorsaking van enige nadeel of skade aan 'n verklaarde instelling of aan 'n persoon in diens van 'n verklaarde instelling, 'n valse of onjuiste verklaring aflê in die wete dat dit vals of onjuis is.

Aanklag van wangedrag

25. (1) Wanneer 'n beamppte van wangedrag beskuldig word, kan die voorsitter, of 'n persoon deur hom daartoe gemagtig, in opdrag van die raad, hom skriftelik van daardie wangedrag aankla.

(2) 'n Aanklag van wangedrag word ooreenkomstig die bepalings van regulasie 34 aan die aangeklaagde beamppte beteken, en die aanklag gaan vergesel van 'n versoek dat die aangeklaagde beamppte binne 21 dae nadat die aanklag aan hom beteken is, 'n skriftelike erkenning of ontkenning van die aanklag en, indien hy dit verlang, 'n skriftelike verduideliking betreffende die aanklag aan die raad voorlê.

(3) Die raad kan te eniger tyd 'n aanklag van wangedrag teen 'n aangeklaagde beamppte laat terugtrek.

(4) Indien die aangeklaagde beamppte die aanklag erken, word hy vir die doeleindes van regulasie 29 geag aan die wangedrag waarvan hy aangekla is, skuldig bevind te wees op die datum waarop die raad die erkenning ontvang het.

(5) Indien 'n beamppte uit die diens van die verklaarde instelling bedank of diens in 'n ander betrekking aanvaar terwyl hy ingevolge regulasie 33 (1) in sy diens geskors is, of terwyl 'n aanklag van wangedrag ingevolge hierdie Regulasies nog nie teen hom afgehandel is nie, word hy, tensy die raad anders gelas, geag weens wangedrag ontslaan te wees met ingang van die datum waarop hy aldus bedank of diens in 'n ander betrekking aanvaar het, na gelang van die geval.

Ondersoek na wangedrag

26. (1) Indien 'n beamppte wat ingevolge regulasie 25 (1) van wangedrag aangekla is, die aanklag ontken of versuim om te voldoen aan die versoek bedoel in subregulasie (2) van daardie regulasie, stel die raad 'n persoon as ondersoekbeamppte aan om ondersoek na die aanklag in te stel.

(2) Die ondersoekbeamppte stel na oorleg met die voorsitter of 'n beamppte deur hom daartoe gemagtig, die datum, tyd en die plek van die ondersoek vas en die voorsitter of 'n beamppte deur hom daartoe gemagtig, gee aan die aangeklaagde beamppte 14 dae skriftelike kennis van die datum, tyd en plek aldus vasgestel: Met dien verstande dat die voorsitter by aanvoering van goeie redes die ondersoek kan uitstel.

Powers of investigating officer

27. (1) For the purposes of an inquiry referred to in regulation 26, an investigating officer may —

(a) subpoena to appear before him any person who in his opinion is able to furnish information of material importance concerning the charge being inquired into or who is suspected of having in his possession or care or under his control a book, document or thing that may have a bearing on that charge;

(b) call and administer an oath to, or take an affirmation from, any person present at the inquiry; and

(c) question any person called in terms of paragraph (b), or request him to submit a book, document or thing referred to in paragraph (a).

(2) A subpoena in the form of Annexure A of any person to appear before an investigating officer shall be served on that person in the manner referred to in regulation 34.

(3) The law relating to witnesses and evidence which applies in criminal cases in a magistrate's court, shall *mutatis mutandis* apply for the purposes of and at an inquiry referred to in regulation 26.

Procedure at inquiry

28. (1) The chairman, or an officer authorised by him thereto may authorise a person to attend an inquiry referred to in regulation 26, to adduce evidence and arguments in support of the charge and to cross-examine a person who gave evidence in rebuttal of the charge.

(2) At such an inquiry the officer charged shall have the right to be present, to be assisted or represented by another person, to give evidence and, either personally or through a representative —

(a) to be heard;

(b) to call witnesses;

(c) to cross-examine a person called as a witness in support of the charge; and

(d) to have access to documents produced as evidence.

(3) The failure of the officer charged to be present at the inquiry, shall not invalidate the proceedings.

(4) The investigating officer shall keep minutes of the proceedings at the inquiry and of the evidence given thereto.

Finding of investigating officer

29. (1) After the conclusion of an inquiry referred to in regulation 26, the investigating officer shall find the person charged guilty or not guilty of the misconduct with which he has been charged.

(2) The investigating officer shall —

(a) notify the officer charged in writing of his finding and, if the person charged has been found guilty, his reasons therefore; and

Bevoegdhede van ondersoekbeampte

27. (1) Vir die doeleindes van 'n ondersoek in regulasie 26 bedoel, kan 'n ondersoekbeampte —

(a) 'n persoon wat na sy oordeel in staat is om inligting van wesenlike belang te verstrek in verband met die aanklag wat ondersoek word, of wat vermoed word 'n boek, dokument of saak in sy besit of bewaring of onder sy beheer te hê wat op daardie aanklag betrekking kan hê, dagvaar om voor hom te verskyn;

(b) 'n persoon wat by die ondersoek teenwoordig is, oproep en hom 'n eed oplê of van hom 'n bevestiging afneem; en

(c) 'n persoon wat ingevolge paragraaf (b) opgeroep is, ondervra of versoek om 'n boek, dokument of saak bedoel in paragraaf (a) voor te lê.

(2) Die dagvaarding van 'n persoon om voor 'n ondersoekbeampte te verskyn, geskied in die vorm van aanhangsel A en word op die wyse in regulasie 34 bedoel, aan so 'n persoon beteken.

(3) Die reg met betrekking tot getuies en die lewering van getuienis wat geld in verband met strafsake in 'n landdroshof, geld *mutatis mutandis* vir doeleindes van en by 'n ondersoek in regulasie 26 bedoel.

Prosedure by ondersoek

28. (1) Die voorsitter of 'n beampte deur hom daartoe gemagtig, kan 'n persoon magtig om 'n ondersoek in regulasie 26 bedoel, by te woon, om getuienis en argumente ter stawing van die aanklag aan te voer en om 'n persoon wat getuienis ter weerlegging van die aanklag afgelê het, onder kruisverhoor te neem.

(2) By bedoelde ondersoek het die aangeklaagde beampte die reg om teenwoordig te wees, om deur 'n ander persoon bygestaan of verteenwoordig te word, om getuienis af te lê en, om hetsy persoonlik of deur 'n verteenwoordiger —

(a) aangehoor te word;

(b) getuies op te roep;

(c) 'n persoon wat as getuie opgeroep is ter stawing van die aanklag onder kruisverhoor te neem; en

(d) insae te hê in dokumente wat as getuienis voorgelê is.

(3) Die versuim van die aangeklaagde beampte om by die ondersoek teenwoordig te wees, maak nie die verrigtinge ongeldig nie.

(4) Die ondersoekbeampte hou 'n notule van die verrigtinge en van die getuienis wat daarby afgelê word.

Bevinding van ondersoekbeampte

29. (1) Die ondersoekbeampte moet na afloop van 'n ondersoek in regulasie 26 bedoel, die aangeklaagde beampte skuldig of onskuldig bevind aan die wangedrag waarvan hy aangekla is.

(2) Die ondersoekbeampte —

(a) verwittig die aangeklaagde beampte skriftelik van sy bevinding en, indien die aangeklaagde beampte skuldig bevind is, sy redes daarvoor; en

(b) submit to the chairman —

(i) the record of the proceedings including all evidence given and all documents admitted at the inquiry;

(ii) a written exposition of his finding and his reasons therefore; and

(iii) any remarks he may wish to make in connection with the inquiry.

Appeal

30. If an officer charged is found guilty of misconduct in terms of regulation 29, he shall have the right to appeal to the Minister against that finding.

Procedure for the noting of appeal

31. (1) (a) If an officer wishes to appeal to the Minister under regulation 30, against his conviction of misconduct, such officer shall, within 14 days from the date upon which he was notified under regulation 29 (2) (a) of the finding and the reasons therefor in writing, give written notice of appeal to the investigating officer, setting forth fully the grounds upon which his appeal is based.

(b) On receipt of the notice referred to in paragraph (a), the investigating officer shall forward to the council the notice and grounds of appeal.

(c) The council shall, if the appellant applies for a copy of the record of the proceedings at the inquiry, within 7 days from the date upon which the reasons for the finding has been furnished to him furnish him with such a copy.

(2) The appellant may, within 14 days from the date on which he received the copy of the minutes of the proceedings, or if he has not applied for a copy of the record of the proceedings, within 21 days from the date upon which the reasons for the finding was furnished to him submit written representations in support of his appeal to the council: Provided that the chairman shall, after receipt of the representations or if no such representations have been received within the prescribed period, submit to the Minister the minutes of the proceedings at the inquiry, all the documents in his possession applicable to the inquiry or appeal and his recommendation in connection with the appeal.

(3) (a) The Minister may, before he comes to a final decision, revert any matter in connection with the inquiry back to the investigating officer and instruct him to report thereon or to conduct a further inquiry and to make a finding.

(b) The provisions of regulations 26 (2), 27 and 28 shall *mutatis mutandis* apply to such report or further inquiry.

(4) After consideration of all the relevant documentation, the Minister may allow the appeal in whole or in part, or confirm the finding in whole or in part.

(5) When the Minister has arrived at a decision on the appeal, he shall convey that decision in writing to the appellant and the council.

(b) lê aan die voorsitter voor —

(i) die verslag van die verrigtinge met inbegrip van alle getuienis wat afgelê is en alle dokumente wat by die ondersoek toegelaat is;

(ii) 'n skriftelike uiteensetting van sy bevinding en sy redes daarvoor; en

(iii) enige opmerkings wat hy in verband met die ondersoek wil maak.

Appel

30. Indien 'n aangeklaagde beampte ingevolge regulasie 29 aan wangedrag skuldig bevind is, het hy die reg om teen daardie bevinding na die Minister te appelleer.

Prosedure vir aantekening van appel

31. (1) (a) Indien 'n beampte kragtens regulasie 30 teen sy skuldigbevinding aan wangedrag na die Minister wil appelleer, moet hy binne 14 dae na die datum waarop hy ingevolge regulasie 29 (2) (a) skriftelik van die bevinding en die redes daarvoor verwittig is, aan die betrokke ondersoekbeampte skriftelik kennis van appel gee met 'n volledige uiteensetting van die gronde waarop hy sy appel baseer.

(b) By ontvangs van die kennisgewing in paragraaf (a) bedoel, lê die ondersoekbeampte die kennisgewing en gronde van appel aan die raad voor.

(c) Indien die appellant binne 7 dae na die datum waarop die redes vir die bevinding aan hom verstrekk is, by die raad om 'n afskrif van die notule van die verrigtinge by die ondersoek aansoek doen, verstrekk die raad dit aan hom.

(2) Die appellant kan binne 14 dae na die datum waarop hy die afskrif van die notule van die verrigtinge ontvang het, of indien hy nie om 'n afskrif van die notule van die verrigtinge aansoek gedoen het nie, binne 21 dae ná die datum waarop die redes vir die bevinding aan hom verstrekk is, skriftelike versoë ter stawing van sy appel aan die raad voorlê: Met dien verstande dat die voorsitter na die ontvangs van die versoë of, indien geen sodanige versoë binne die voorgeskrewe tydperk ontvang is nie, die notule van die verrigtinge by die ondersoek, alle dokumente in sy besit wat op die ondersoek of appel betrekking het en sy aanbeveling aangaande die appel, aan die Minister voorlê.

(3) (a) Die Minister kan voordat hy tot 'n finale beslissing kom, enige aangeleentheid in verband met die ondersoek terugverwys na die ondersoekbeampte en hom gelas om verslag daaroor te doen of verdere ondersoek in te stel en 'n bevinding te maak.

(b) Die bepalinge van regulasies 26 (2), 27 en 28 is *mutatis mutandis* van toepassing op so 'n verslag of verdere ondersoek.

(4) Na oorweging van al die tersaaklike dokumente kan die Minister die appel in sy geheel of gedeeltelik handhaaf of die bevinding in sy geheel of gedeeltelik bekragtig.

(5) Wanneer die Minister tot 'n beslissing oor die appel gekom het, deel hy daardie beslissing skriftelik aan die appellant en die raad mee.

Action against officers found guilty of misconduct

32. (1) If an officer is found guilty of misconduct and does not appeal, or if he appeals and his appeal is dismissed in whole or in part, the council may, having regard to the documents relating to the inquiry and, where applicable, to the appeal—

- (a) warn or reprimand him;
- (b) impose a fine on him not exceeding R2 000;
- (c) transfer him to another post;
- (d) reduce his salary or rank, or his salary as well as his rank; or
- (e) discharge him, or call upon him to resign with effect from a date determined by the council.

(2) Except where action is taken under paragraph (e) of subregulation (1), the council may take action under more than one of the paragraphs of the subsection.

(3) The council may postpone any action under subregulation (1) or (2) for a period not exceeding 12 months after the date of the finding.

(4) If a fine is imposed on an officer under subregulation (1) (b), it may be recovered by deducting it from his salary in such installments as the council may determine.

(5) If an officer is called upon to resign under subregulation (1) (e) with effect from a date determined by the council and the officer fails to thus resign, he shall be deemed to have been discharged on account of misconduct with effect from that date.

(6) The fact that an officer has been convicted or acquitted by a court of law on the commission of an offence, shall not preclude the taking of any steps on account of misconduct under regulations 25 up to and including 32 against such person.

Suspension

33. (1) A council may at any time, before or after an officer has been charged with misconduct in terms of these Regulations, suspend him from duty.

(2) An officer suspended from duty under subregulation (1), shall not be entitled to any remuneration for the period of his suspension: Provided that the council may in its discretion, direct that the whole or a part of his remuneration be paid to him.

(3) The council may at any time withdraw the suspension of an officer referred to in subregulation (1), but the withdrawal shall not prohibit such officer from being charged with misconduct under these Regulations.

(4) An officer suspended from service under subregulation (1), shall immediately be permitted to resume duty and shall be remunerated in full for the period of his suspension, in so far as it has not already been done—

(a) if he is not charged with misconduct within a period of 12 months after the date of his suspension;

Optrede teen beamptes wat aan wangedrag skuldig bevind is

32. (1) Indien 'n beampte skuldig bevind is aan wangedrag en nie appelleer nie of, indien hy appelleer en sy appèl in die geheel of gedeeltelik van die hand gewys word, kan die raad met inagneming van die dokumente wat op die ondersoek en, waar toepaslik, op die appèl, betrekking het—

- (a) hom waarsku of berispe;
- (b) hom 'n boete van hoogstens R2 000 opleë;
- (c) hom na 'n ander pos oorploas;
- (d) sy salaris of sy rang, of sy salaris sowel as sy rang verlaag; of
- (e) hom ontslaan, of aansê om te bedank met ingang van 'n datum wat deur die raad bepaal word.

(2) Behalwe waar kragtens paragraaf (e) van subregulasie (1) opgetree word, kan die raad kragtens meer as een van die paragrawe van daardie subregulasie optree.

(3) Die raad kan enige optrede kragtens subregulasie (1) of (2) vir 'n tydperk van hoogstens 12 maande na die datum van die bevinding uitstel.

(4) Indien 'n beampte 'n boete kragtens subregulasie (1) (b) opgelê word, kan dit verhaal word deur dit in paalemente, soos deur die raad bepaal, van sy salaris af te trek.

(5) Indien 'n beampte kragtens subregulasie (1) (e) aangesê word om met ingang van 'n datum deur die raad bepaal, te bedank en hy versuim om aldus te bedank, word hy geag met ingang van daardie datum weens wangedrag ontslaan te wees.

(6) Die feit dat 'n beampte deur 'n gereghof skuldig of onskuldig aan die pleeg van 'n misdryf bevind is, verhinder nie dat stappe weens wangedrag teen so 'n beampte kragtens regulasies 25 tot en met 32 gedoen word nie.

Skorsing

33. (1) 'n Raad kan 'n beampte te eniger tyd, voordat of nadat hy ingevolge hierdie Regulasies van wangedrag aangekla is, in sy diens skors.

(2) 'n Beampte wat kragtens subregulasie (1) in sy diens geskors is, is nie op enige besoldiging vir die tydperk van sy skorsing geregtig nie: Met dien verstande dat die raad na goeddunke kan gelas dat die geheel of 'n gedeelte van sy besoldiging aan hom betaal word.

(3) 'n Raad kan te eniger tyd die skorsing van 'n beampte bedoel in subregulasie (1) intrek, maar die intrekking belet nie dat sodanige beampte ingevolge hierdie Regulasies van wangedrag aangekla word nie.

(4) 'n Beampte wat kragtens subregulasie (1) in sy diens geskors is, word onverwyld toegelaat om weer sy diens te hervat en sy volle besoldiging word vir die tydperk van sy skorsing aan hom betaal vir sover dit nie reeds gedoen is nie, indien—

(a) hy nie binne 'n tydperk van 12 maande na die datum van sy skorsing van wangedrag aangekla word nie;

(b) if he is found not guilty on the charge concerned; or

(c) if he appeals against the finding that he is guilty on the charge concerned, and the appeal is upheld.

(5) If an officer is suspended from service under subregulation (1) and the council deals with him as referred to in subregulation 32 (1) (a), (b), (c), (d) or 32 (2), or in accordance with subregulation 32 (3), such an officer shall immediately be allowed to resume duty, and his remuneration in respect of to the period of suspension shall be paid to him in so far as it has not already been done: Provided that if the salary or rank of such officer is reduced as contemplated in subregulation 32 (1) (d), his remuneration in respect of the period of suspension shall be calculated on the basis of the reduced salary or rank as the case may be: Provided further that if in respect of the period of suspension a remuneration in excess of the remuneration thus calculated has already been paid to him in terms of subregulation (2), he shall not be obliged to refund the excess.

Service of documents

34. (1) Any notice, subpoena or other document which is to be served upon or sent to any person under a provision of these Regulations, shall be sent to such person by registered post or shall be delivered to him in person or be left at his latest known residential address, as the case may be.

(2) Any decision or finding which is to be made known to a person under a provision of these Regulations, shall be sent to such person by registered post or shall be delivered to him in person or be left at his latest known residential address, as the case may be.

CHAPTER VII: GENERAL SERVICE CONDITIONS AND SERVICE BENEFITS

Duties of director

35. In addition to any functions or duties lawfully assigned to or imposed upon him, the director shall be responsible for the efficient management and administration of the declared institution, including the proper utilization of staff, the maintenance of discipline and the proper use and care of property of the declared institution.

Delegation of director's authority

36. (1) If he deems it expedient for the efficient administration of the declared institution, a director may delegate any power conferred upon him in terms of the provisions of these Regulations or duty assigned to him, to another officer or employee on such conditions as he may determine: Provided that such delegation shall not prevent the director to exercise such power or perform such duty, as the case may be, himself.

(2) A director may at any time revoke a delegation made under subregulation (1).

(b) hy onskuldig bevind word op die betrokke aanklag; of

(c) hy appelleer teen die bevinding dat hy op die betrokke aanklag skuldig is, en die appèl gehandhaaf word.

(5) Indien 'n beamppte kragtens subregulasie (1) in sy diens geskors is en die raad handel met hom soos in subregulasie 32 (1) (a), (b), (c), (d) of 32 (2) bedoel, of ooreenkomstig subregulasie 32 (3), word so 'n beamppte onverwyld toegelaat om weer sy diens te hervat, en word sy besoldiging ten opsigte van die tydperk van skorsing aan hom betaal vir sover dit nie reeds gedoen is nie: Met dien verstande dat indien so 'n beamppte se salaris of rang verlaag word soos in subregulasie 32 (1) (d) bedoel, sy besoldiging ten opsigte van die tydperk van skorsing bereken word op die grondslag van die verlaagde salaris of rang, na gelang van die geval: Met dien verstande voorts dat indien ten opsigte van die tydperk van skorsing daar reeds 'n hoër besoldiging aan hom ingevolge subregulasie (2) betaal is as die besoldiging aldus bereken, hy nie verplig is om die verskil terug te betaal nie.

Betekening van dokumente

34. (1) Enige kennisgewing, dagvaarding of ander dokument wat kragtens 'n bepaling van hierdie Regulasies aan 'n persoon beteken of gestuur moet word, word per geregistreerde pos aan hom gestuur of word aan hom persoonlik afgelewer of by sy jongste bekende woonadres gelaat, na gelang van die geval.

(2) 'n Beslissing of bevinding wat kragtens 'n bepaling van hierdie Regulasies aan 'n persoon bekend gemaak moet word, word per geregistreerde pos aan hom gestuur of word aan hom persoonlik afgelewer of by sy jongste bekende woonadres gelaat, na gelang van die geval.

HOOFSTUK VII: ALGEMENE DIENS-VOORWAARDES EN DIENSVOORDELE

Pligte van direkteur

35. Benewens enige werksaamhede of pligte wat wettiglik aan hom opgedra of opgelê is, is die direkteur verantwoordelik vir die doeltreffende bestuur en administrasie van die verklaarde instelling, insluitende die behoorlike benutting van personeel, die handhawing van dissipline en die behoorlike gebruik en versorging van die verklaarde instelling se eiendom.

Delegasie van direkteur se bevoegdhede

36. (1) As hy dit dienstig ag vir die doeltreffende administrasie van die verklaarde instelling, kan 'n direkteur enige bevoegdheid wat kragtens die bepalings van hierdie Regulasies aan hom verleen is of plig wat aan hom opgelê is, aan 'n ander beamppte of werknemer deleger op dié voorwaardes wat hy bepaal: Met dien verstande dat sodanige delegasie nie die direkteur belet om sodanige bevoegdheid of plig, na gelang van die geval, self uit te oefen of uit te voer nie.

(2) 'n Direkteur kan 'n delegasie wat kragtens subregulasie (1) verleen is, te eniger tyd intrek.

Assignment of other functions to officers and employees

37. The council or the director may direct any officer or employee temporarily to perform duties other than those ordinarily assigned to such an officer or employee or which is appropriate to the grade, designation or classification of his post, and he shall comply with such a direction.

Obedience

38. (1) Subject to the provisions of subregulation (2), an officer or employee shall obey unconditionally a lawful instruction given to him by a person who is competent to do so.

(2) An officer or employee may, after having carried out an instruction referred to in subregulation (1), demand that it may be repeated in writing and he may submit any complaint he may have in connection therewith to the director for decision: Provided that, if he is dissatisfied with the director's decision, he may claim that the director submit such decision to the council for revision.

Official channels of communication

39. A request or communication from an officer or employee who is not a director, in connection with any matter falling within the scope of the council's powers, functions or duties, shall be addressed to the director through the medium of his supervising officer: Provided that the officer or employee may demand that the director submit such request or communication to the council.

Residential addresses and telephone numbers

40. An officer or employee shall notify the director of his residential address and of his telephone number at home, if he has a telephone, and any change thereof, and the director shall record it in a register which shall be kept for this purpose.

Private financial transactions

41. (1) An officer or employee shall not become a party to any form of promissory note for compromising purposes: Provided that the council, on recommendation of the director, may give written consent to a departure from the provisions of this subregulation if he has satisfied himself by investigation that the proposed transaction is being entered into for acceptable reasons not connected with speculation, gambling, or any other improper dealings which may lead to the pecuniary embarrassment of the officer or employee concerned: Provided further that such consent shall not be given in respect of a transaction between two officers, an officer and an employee or two employees.

(2) An officer or employee shall under no circumstances borrow money from a subordinate serving in the same declared institution.

Opdra van ander pligte aan beampptes en werknemers

37. Die raad of die direkteur kan 'n beamppte of werknemer gelas om tydelik ander pligte te verrig as dié wat normaalweg aan so 'n beamppte of werknemer opgedra word of wat by die graad, benaming of indeling van sy pos pas, en hy moet so 'n lasgewing gehoorsaam.

Gehoorsaamheid

38. (1) Behoudens die bepalings van subregulasie (2), moet 'n beamppte of werknemer 'n wettige bevel wat aan hom gegee is deur 'n persoon wat die bevoegdheid het om dit te gee, onvoorwaardelik gehoorsaam.

(2) 'n Beamppte of werknemer kan eis van 'n in subregulasie (1) bedoelde bevel skriftelik herhaal word na gehoorsaming daaraan en hy kan enige klagte wat hy in verband daarmee het, vir beslissing aan die direkteur voorlê: Met dien verstande dat, indien hy met die direkteur se beslissing ontevrede is, hy kan eis dat die direkteur sodanige beslissing vir hersiening aan die raad voorlê.

Amptelike kommunikasiekanale

39. 'n Versoek of mededeling van 'n beamppte of werknemer, wat nie die direkteur is nie, oor enige aangeleentheid wat binne die bestek van die raad se bevoegdhede, werksaamhede of pligte val, word deur bemiddeling van die toesighoudende beamppte aan die direkteur gerig: Met dien verstande dat die beamppte of werknemer kan eis dat die direkteur sodanige versoek of mededeling aan die raad voorlê.

Woonadresse en telefoonnommers

40. 'n Beamppte of werknemer stel die direkteur in kennis van sy woonadres en van sy telefoonnommer tuis, as hy 'n telefoon het, en enige verandering daarvan, en die direkteur maak aantekening daarvan in 'n register wat vir hierdie doel gehou word.

Private geldelike transaksies

41. (1) 'n Beamppte of werknemer mag vir skikkingsdoeleindes nie medepligtig wees aan enige vorm van skuldbewys nie: Met dien verstande dat die raad, op aanbeveling van die direkteur, toestemming daartoe kan verleen dat daar van die bepalings van hierdie subregulasie afgewyk word as hy hom deur ondersoek ootui het dat die voorgenome transaksie aangegaan word om aanneemlike redes wat niks met spekulاسie, dobbelary of enige onbehoorlike handeling wat die betrokke beamppte of werknemer in geldelike moeilikheid kan laat kom, te doen het nie: Met dien verstande voorts dat sodanige toestemming nie ten opsigte van 'n transaksie tussen twee beampptes, 'n beamppte of werknemer of twee werknemers verleen mag word nie.

(2) 'n Beamppte of werknemer mag onder geen omstandighede geld van 'n ondergeskikte leen wat in dieselfde verklaarde instelling dien nie.

Legal proceedings for debt

42. (1) The issue of a process for debt, judgement or insolvency proceedings in which an officer or employee is the defendant, shall forthwith and together with full particulars be reported to the council of the declared institution wherein he serves by—

(a) the registrar or master of the Supreme Court or clerk of the Civil Court at a Magistrates Court, as the case may be; and

(b) the officer or employee who is the defendant:

Provided that, in respect of any particular case, reporting need only be done once.

(2) If it becomes evident that an officer or employee is in debt to an unreasonable extent, if he becomes insolvent or assigns his estate for the benefit of his creditors or if a judgement for debt or a decree of civil imprisonment has been obtained against him in a court of law, he shall, if the council so requires, furnish the council with a detailed and complete statement of his liabilities together with an explanation as to how the liabilities were incurred and how he proposes to liquidate such debts.

Replying to questions

43. An officer or employee shall reply explicitly to a lawful question put to him by a person who is competent to put such a question to him: Provided that an officer or employee is not compelled to furnish to a question a reply which may incriminate him.

Participation in political and other activities

44. (1) Subject to the provisions of regulation 24 an officer or employee may—

(a) be a member and serve in the management of a lawful political party;

(b) attend a public political meeting, but not preside at such a meeting or act as speaker;

(c) not compose or publish a document or give a public speech which will promote or prejudice that interests of a political party.

(2) An officer or employee who—

(a) in terms of the provisions of the Electoral Act, 1979 (Act No. 45 of 1975), is nominated as a candidate for election as member of a House of Parliament;

(b) in terms of the provisions of the Republic of South Africa Constitution Act, 1983 (Act No. 110 of 1983), is nominated or is elected indirectly as a member of the House of Parliament or is designated or appointed as member of the President's Council; or

(c) in terms of the provisions of the Provincial Government Act, 1986 (Act No. 69 of 1986), is appointed in the Executive Committee of a province,

Regsivordering weens skuld

42. (1) Die uitreiking van 'n prosesstuk weens skuld, vonnis of insolvensiegeding waarby 'n beamppte of werknemer die verweerder is, word dadelik en tesame met volledige besonderhede aan die raad van die verklaarde instelling waarin hy dien, gerapporteer deur—

(a) die griffier of meester van die Hooggeregshof of klerk van die siviele hof by 'n landdroshof, na gelang van die geval; en

(b) die beamppte of werknemer wat die verweerde is:

Met dien verstande dat daar ten opsigte van 'n bepaalde geding slegs een keer gerapporteer hoef te word.

(2) Indien dit sou blyk dat 'n beamppte of werknemer in 'n onredelike mate in die skuld is, as hy insolvent raak of sy boedel afstaan ten behoeve van sy skuldeisers of as 'n vonnis weens skuld of 'n gyselingsbevel teen hom in 'n geregshof verkry is, moet hy, as die raad dit vereis, 'n uitvoerige en volledige staat van sy skulde aan die raad voorlê tesame met 'n verklaring van hoe die skulde ontstaan het en hoe hy van voorneme is om sodanige skulde te vereffen.

Beantwoording van vrae

43. 'n Beamppte of werknemer moet uitdruklik antwoord op 'n wettige vraag wat aan hom gestel is deur 'n persoon wat die bevoegdheid het om so 'n vraag aan hom te stel: Met dien verstande dat 'n beamppte of werknemer nie verplig is om 'n antwoord op 'n vraag te verstrek indien dit hom sal inkrimineer nie.

Deelname aan politieke en ander bedrywighede

44. (1) Behoudens die bepalings van regulasie 24 mag 'n beamppte of werknemer—

(a) lid wees en in die bestuur van 'n wettig politieke party dien;

(b) 'n openbare politieke vergadering bywoon, maar nie op so 'n vergadering voorsit of as spreker optree nie;

(c) nie 'n geskrif opstel of publiseer of 'n openbare toespraak hou wat die belange van 'n politieke party sal bevorder of benadeel nie.

(2) 'n Beamppte of werknemer wat—

(a) ingevolge die bepalings van die Kieswet, 1979 (Wet No. 45 van 1975), as 'n kandidaat vir verkiesing tot lid van 'n Huis van die Parlement genomineer word;

(b) ingevolge die bepalings van die Grondwet van die Republiek van Suid-Afrika, 1983 (Wet No. 110 van 1983), as 'n lid van 'n Huis van die Parlement benoem of indirek verkies word of as lid van die Presidentsraad aangewys of aangestel word; of

(c) ingevolge die bepalings van die Wet op Provinsiale Regering, 1986 (Wet No. 69 van 1986), in die Uitvoerende Komitee van 'n provinsie aangestel word,

shall notwithstanding anything to the contrary in these Regulations be deemed to have resigned from his service, with effect from the day on which he is thus nominated, indirectly elected, designated or appointed, as the case may be: Provided that if such an officer or employee is not elected as contemplated in paragraph (a), he may again be appointed as an officer or employee.

(3) (a) An officer or employee may, subject to the provisions of regulation 24, be a member of any other body: Provided that such membership shall in no way whatsoever interfere with his official duties.

(b) If any dispute arises between the council and any body referred to in paragraph (a), an officer or employee who is a member of any such body shall not take part in the discussion or vote on such dispute.

(c) If in the opinion of the council an officer or employee through his membership of any body referred to in paragraph (a) adversely affects his status and suitability as officer or employee, the council may prohibit him from taking part in the activities of such body and call upon him to resign therefrom within a specified period.

Notice of change in marital status

45. An officer or employee shall provide the director with documentary proof as soon as there is—

(a) any change in his unmarried or married status; and

(b) an increase or decrease in the number of his dependants.

Confidential nature of documents

46. All documents, files and correspondence concerning anything which may be done in terms of the Act and these Regulations and which are the property of a council, are of confidential nature and officers and employees, or their legal representatives at any inquiry directed by the Department or council, shall not have the right to access thereto or inspection thereof: Provided that the officers and employees may be permitted to have such access to and inspection of the documents, files and correspondence mentioned as may be necessary for the performance of their official duties.

Reports on staff and adverse remarks

47. (1) An evaluation report shall, as often as required by the council, be submitted by the director in respect of any officer or employee under his control.

(2) Subject to the provisions of subregulation (3) an officer or employee in respect of whom a report has been submitted in terms of subregulation (1), shall not have the right of access thereto.

(3) Any adverse remark contained in such a report, shall be brought to the notice of the officer reported upon, by the director or any other officer or employee authorised thereto, in writing and in its full context, who shall sign the written communication and return it, together with any representations which he desires to

word ondanks andersluidende bepalings van hierdie Regulasies, geag uit sy diens te bedank het met ingang van die dag waarop hy aldus genomineer, benoem, indirek verkies, aangewys of aangestel word, na gelang van die geval: Met dien verstande dat indien sodanige beamppte of werknemer nie verkies word soos in paragraaf (a) beoog nie, hy weer as beamppte of werknemer aangestel kan word;

(3) (a) 'n Beamppte of werknemer mag, behoudens die bepalings van regulasie 24, lid wees van enige ander liggaam: Met dien verstande dat sodanige lidmaatskap op geen wyse op sy ampspligte inbreuk maak nie.

(b) Indien 'n geskil tussen die raad en 'n liggaam bedoel in paragraaf (a) ontstaan, neem die beamppte of werknemer wat lid is van enige sodanige liggaam, nie aan bespreking of stemming oor daardie geskilpunt deel nie.

(c) Indien 'n beamppte of werknemer se lidmaatskap van 'n liggaam in paragraaf (a) bedoel, na mening van die raad sy status en geskiktheid as beamppte of werknemer benadeel, kan die raad hom verbied om aan die werksaamhede van sodanige liggaam deel te neem en hom aansê om binne 'n bepaalde tydperk daaruit te bedank.

Kennisgewing van verandering van huwelikstaat

45. 'n Beamppte of werknemer moet die direkteur van dokumentêre bewys voorsien sodra—

(a) enige verandering in sy ongehuide of gehuide staat intree; en

(b) 'n vermeerdering of vermindering in geval van sy afhanklikes intree.

Vertroulike aard van dokumente

46. Dokumente, lêers en korrespondensie met betrekking tot enigiets wat kragtens die Wet en hierdie Regulasies gedoen kan word en wat die eiendom van 'n raad is, is vertroulik van aard en beamptes en werknemers, of hul regsverteenwoordigers by enige ondersoek wat deur die Departement of die raad gelas is, het nie die reg op toegang daartoe of insae daarin nie: Met dien verstande dat beamptes en werknemers toegelaat mag word om dié toegang en insae in genoemde dokumente, lêers en korrespondensie te hê wat vir hul amp telike pligte nodig is.

Verslae oor personeel en ongunstige opmerkings

47. (1) 'n Evalueringsverslag word so dikwels as deur die raad verlang, deur die direkteur ten opsigte van 'n beamppte of werknemer onder sy beheer ingedien.

(2) Behoudens die bepaling van subregulasie (3), het 'n beamppte of werknemer ten opsigte van wie 'n verslag ingevolge subregulasie (1) ingedien is, nie insae daarin nie.

(3) 'n Ongunstige opmerking in so 'n verslag word deur die direkteur of 'n ander beamppte of werknemer wat daartoe gemagtig is, skriftelik en in sy volle samehang onder die aandag van die bedoelde beamppte of werknemer gebring, wat die skriftelike mededeling onderteken en dit, tesame met enige skriftelike verdoe wat hy daarvoor wil rig, terugbesorg: Met dien verstande dat

submit in writing: Provided that the council may approve that adverse remarks not be brought under the notice of the officer or employee, if the council is of opinion that it is not in the interest of the declared institution, the officer or employee.

(4) The provisions of subregulation (3) shall also apply on adverse remarks made in the ordinary course of events in a written notification in respect of an officer or employee.

(5) If a person who has to countersign or reconsider a report in respect of an officer or employee, finds that no justification exists for an adverse remark appearing therein, the adverse remark shall be expunged therefrom and, in case where the adverse remark has already been brought under the notice of such officer or employee, he shall be informed in writing of the expunction and such expunction and notification shall form part of the report.

Missing officers and employees

48. (1) If an officer or employee is missing and the director is satisfied that his absence is the result of an act of any hostile or criminal element, irrespective of whether or not he was performing his duties in terms of the Act at the time he disappeared, or if an officer or employee disappears for any other reason and the director is satisfied that his absence arose from the performance of his duties in terms of the Act, such officer or employee shall be deemed to be still employed from the moment such absence commenced until the day on which he again reports for duty or, in the opinion of the director, should have reported for duty, or the day on which a competent court issued an order whereby the death of such officer or employee is presumed.

(2) The remuneration accruing to an officer or employee during his absence contemplated in subregulation (1) shall, subject to the provisions of subregulation 4, be paid to—

(a) his wife; or

(b) his other dependants, if he has no wife; or

(c) although he has a wife or dependants, to any other person who, in the opinion of the director, is competent to receive and administer such remuneration on behalf of his spouse or dependants; or

(d) if he is single without dependants, any person who was authorised by him thereto, or any person who, in the opinion of the director, is competent to receive and administer such remuneration on behalf of the officer or employee concerned.

(3) Payment of remuneration of the officer or employee concerned, in terms of subregulation (2), shall for all purposes be deemed to be payment thereof to him, and any amount thus paid shall not be recoverable by the council: Provided that, if it should be proved that the officer or employee in terms of the provisions of this regulation gained a profit in a deceptive way for himself, his spouse or dependants, or his assignee in terms of subregulation (2) (d), any amount thus paid, shall be recoverable from him, in which case the provisions of regulation 20 (2) (b) (i) shall apply.

die raad kan goedkeur dat ongunstige opmerkings nie onder die aandag van die beamppte of werknemer gebring word nie, indien die raad van oordeel is dat dit nie in die belang van die verklaarde instelling, die beamppte of werknemer is nie.

(4) Die bepalings van subregulasie (3) is ook van toepassing op ongunstige opmerkings wat in die gewone loop van sake ten opsigte van 'n beamppte of werknemer in 'n skriftelike mededeling gemaak word.

(5) Indien 'n persoon wat 'n verslag ten opsigte van 'n beamppte of werknemer moet mede-onderteken of oorweeg, bevind dat daar nie regverdiging bestaan vir 'n ongunstige opmerking wat daarin voorkom nie, word die ongunstige opmerking uit die verslag geskrap en, in geval waar die ongunstige opmerking alreeds onder sodanige beamppte of werknemer se aandag gebring was, word hy skriftelik van die skraping verwittig en maak sodanige skraping en mededeling deel van die verslag uit.

Vermiste beamptes en werknemers

48. (1) Indien 'n beamppte of werknemer vermis word en die direkteur oortuig is dat sy afwesigheid ontstaan het as gevolg van 'n handeling van enige vyandige of misdadige element, ongeag of hy op die tydstip toe hy vermis geraak het, besig was met die uitvoering van sy pligte ingevolge die Wet al dan nie, of as 'n beamppte of werknemer om enige ander rede vermis word en die direkteur oortuig is dat sy afwesigheid ontstaan het uit die uitvoering van sy pligte ingevolge die Wet, word sodanige beamppte of werknemer steeds geag in diens te wees vanaf die tydstip waarop bedoelde afwesigheid begin het tot op die dag waarop hy weer vir diens aanmeld of, volgens die oordeel van die direkteur, moes aangemeld het, of die dag waarop 'n bevoegde hof 'n bevel uitgereik het waarby die dood van die beamppte of werknemer vermoed word.

(2) Die besoldiging wat 'n beamppte of werknemer toeval tydens sy afwesigheid in subregulasie (1) bedoel, word, behoudens die bepalings van subregulasie (4), uitbetaal aan—

(a) sy eggenote; of

(b) sy ander afhanklikes, as hy nie 'n eggenote het nie; en

(c) al het hy 'n eggenote of afhanklikes, 'n persoon wat, volgens die oordeel van die direkteur, bevoeg is om daardie besoldiging ten behoewe van sy eggenote of afhanklikes te ontvang en te administreer; of

(d) as hy ongetroud is sonder afhanklikes, 'n persoon aan wie hy volmag verleen het of 'n persoon wat, volgens die oordeel van die direkteur, bevoeg is om daardie besoldiging ten behoewe van die betrokke beamppte of werknemer te ontvang en te administreer.

(3) Betaling van die betrokke beamppte of werknemer se besoldiging ingevolge subregulasie (2), word vir alle doeleindes geag betaling daarvan aan hom te wees, en 'n bedrag aldus betaal is nie deur die raad verhaalbaar nie: Met dien verstande dat, indien dit bewys sou word dat die beamppte of werknemer ingevolge die bepalings van hierdie regulasie op 'n bedrieglike wyse 'n voordeel vir homself, sy eggenote of afhanklikes of sy gevolmagtigde ingevolge subregulasie (2) (d), verkry het, enige bedrag aldus uitbetaal, van hom verhaalbaar is, in welke geval die bepalings van regulasie 20 (2) (b) (i) toepassing vind.

(4) Notwithstanding the provisions of subregulation (2), the director may in his discretion direct that only a portion of the remuneration of an officer or employee be paid in terms of the said subregulation or that no portion thereof be so paid.

Leave of absence

49. The provisions of Chapter C of the Public Service Regulations, promulgated under section 35 of the Public Service Act, 1984 (Act No. 111 of 1984), and Chapter D.II of the Public Service Staff Code, issued in terms of section 36 of the said Act, as well as any interpretation, decision, ruling or direction by the Commission for Administration concerning leave of absence of officers or employees in the Public Service, shall *mutatis mutandis* apply to officers and employees: Provided that special leave with full pay for the normal working days between Christmas and New Year, over and above the normal number of days of holiday leave, may be granted to an officer or employee: Provided further that—

(a) if the normal working days between Christmas and New Year falls in the period of an officer's or employee's approved leave, the same number of days may be added to his approved period of leave, in which case such number of days shall be regarded as a period of special leave with full pay; and

(b) an officer or employee who is designated by the director to service officially during the period between Christmas and New Year, may at a convenient stage be granted the same number of days special leave with full pay that he has thus rendered service.

Transfer costs and transport privileges on appointment, termination of service and death

50. The provisions of Chapter F of the Public Service Regulations, issued in terms of section 35 of the Public Service Act, 1984 (Act No. 111 of 1984), as well as any interpretation, decision, ruling or direction by the Commission of Administration concerning transfer costs and transport privileges on appointment, termination of service and death of officers and employees in the Public Service, shall *mutatis mutandis* apply to officers and employees.

Working weeks

51. An officer or employee shall observe the number of working hours per week as determined by the council.

Official quarters

52. The provisions of Chapter H of the Public Service Regulations, promulgated under regulation 35 of the Public Service Act, 1984 (Act No. 111 of 1984), and Chapter D.VII of the Public Service Staff Code, issued in terms of section 36 of the said Act, as well as any interpretation, decision, ruling or direction by the Commission for Administration concerning official quarters of officers or employees in the Public Service, shall *mutatis mutandis* apply to officers and employees.

(4) Ondanks die bepalings van subregulasie (2), kan die direkteur na goeë dunde gelas dat slegs 'n gedeelte van 'n beampste of werknemer se besoldiging ingevolge genoemde subregulasie uitbetaal word of dat geen gedeelte daarvan aldus uitbetaal word nie.

Afwesigheidsverlof

49. Die bepalings van Hoofstuk C van die Staatsdiensregulasies, uitgevaardig kragtens artikel 35 van die Staatsdienswet, 1984 (Wet No. 111 van 1984), en Hoofstuk D.II van die Staatsdienspersoneelkode, uitgereik ingevolge artikel 36 van genoemde Wet, asook enige interpretasie, beslissing, reëling of voorskrif deur die Kommissie vir Administrasie met betrekking tot afwesigheidsverlof van beamptes of werknemers in die Staatsdiens, is *mutatis mutandis* van toepassing op beamptes en werknemers: Met dien verstande dat spesiale verlof met volle betaling vir die normale werksdae tussen Kersfees en Nuwejaar, bo en behalwe die normale aantal dae vakansieverlof, aan 'n beampste of werknemer toegestaan kan word: Met dien verstande voorts dat—

(a) indien die normale werksdae tussen Kersfees en Nuwejaar binne 'n tydperk van 'n beampste of werknemer se goedgekeurde verlof val, dieselfde aantal dae by die tydperk van sy goedgekeurde verlof gevoeg kan word, in welke geval sodanige aantal dae as 'n tydperk van spesiale verlof met volle betaling beskou word; en

(b) aan 'n beampste of werknemer wat deur die direkteur aangewys word om gedurende die tydperk tussen Kersfees en Nuwejaar amptelik aan diens te wees, op 'n geleë tydskied dieselfde aantal dae as wat hy aldus diens gedoen het, spesiale verlof met volle betaling toegestaan kan word.

Oorplasingkoste en vervoervoorregte by aanstelling, diensbeëindiging en dood

50. Die bepalings van Hoofstuk F van die Staatsdiensregulasies, uitgereik ingevolge artikel 35 van die Staatsdienswet, 1984 (Wet No. 111 van 1984), asook enige interpretasie, beslissing, reëling of voorskrif deur die Kommissie vir Administrasie met betrekking tot oorplasingkoste en vervoervoorregte by aanstelling, diensbeëindiging en die dood van beamptes of werknemers in die Staatsdiens, is *mutatis mutandis* van toepassing op beamptes en werknemers.

Werkweke

51. 'n Beampste of werknemer kom die aantal diensure per week na soos deur die raad bepaal.

Amptelike kwartiere

52. Die bepalings van Hoofstuk H van die Staatsdiensregulasies, uitgevaardig kragtens artikel 35 van die Staatsdienswet, 1984 (Wet No. 111 van 1984), en Hoofstuk D.VII van die Staatsdienspersoneelkode, uitgereik ingevolge artikel 36 van genoemde Wet, asook enige interpretasie, beslissing, reëling of voorskrif deur die Kommissie vir Administrasie met betrekking tot amptelike kwartiere van beamptes of werknemers in die Staatsdiens, is *mutatis mutandis* van toepassing op beamptes en werknemers.

Leave gratuities

53. The provisions of Chapter D.VIII of the Public Service Staff Code, issued in terms of section 36 of the Public Service Act, 1984 (Act No. 111 of 1984), as well as any interpretation, decision, ruling or direction by the Commission for Administration concerning leave gratuities of officers and employees in Public Service, shall *mutatis mutandis* apply to officers and employees.

Unemployment insurance

54. The provisions of Chapter D.XI of the Public Service Staff Code, issued in terms of section 36 of the Public Service Act, 1984 (Act No. 111 of 1984), as well as any interpretation, decision, ruling or direction by the Commission for Administration concerning unemployment insurance of officers or employees in the Public Service, shall, subject to the provisions of the Unemployment Insurance Act, 1966 (Act No. 30 of 1966), *mutatis mutandis* apply to officers and employees.

Injury on duty

55. The provisions of Chapter D.XIII of the Public Service Staff Code, issued in terms of section 36 of the Public Service Act, 1984 (Act No. 111 of 1984), as well as any interpretation, decision, ruling or direction by the Commission for Administration concerning the application of the provisions of the Workmen's Compensation Act, 1941 (Act No. 30 of 1941), to officers and employees in the Public Service, shall *mutatis mutandis* apply to officers and employees.

Medical examinations and immunisation

56. (1) A director may, in consultation with the council, direct an officer or employee to subject himself to a medical examination to determine whether any contamination with a contagious or transferable disease has occurred, or that an officer or employee and a member of his household be immunised against a contagious or transferable disease, on such conditions as approved by the council, to—

(a) prevent an epidemic;

(b) comply with international regulations; or

(c) protect him/them against contamination with contagious or transferable diseases during a visit to or residence in a country or territory where the danger of such infection exists:

Provided that an officer or employee or a member of his household who does not make use of medical services on grounds of religious or conscientious objections may, on application, be exempted from such examination or immunisation.

(2) (a) A director, in consultation with the council, may at any time require that an officer or employee submit himself to an examination by a registered medical practitioner designated, or a medical board, constituted by the council: Provided that the officer or employee who is to be examined, may, if he so desires, arrange at his own expense for a private medical practitioner to be present at such an examination.

Verlofgratifikasies

53. Die bepalings van Hoofstuk D.VIII van die Staatsdienspersoneelkode, uitgereik ingevolge artikel 36 van die Staatsdienswet, 1984 (Wet No. 111 van 1984), asook enige interpretasie, beslissing, reëling of voorskrif deur die Kommissie vir Administrasie met betrekking tot verlofgratifikasies van beamptes of werknemers in die Staatsdiens, is *mutatis mutandis* van toepassing op beamptes en werknemers.

Werkloosheidsversekering

54. Die bepalings van Hoofstuk D.XI van die Staatsdienspersoneelkode, uitgereik ingevolge artikel 36 van die Staatsdienswet, 1984 (Wet No. 111 van 1984), asook enige interpretasie, beslissing, reëling of voorskrif deur die Kommissie vir Administrasie met betrekking tot werkloosheidsversekering van beamptes of werknemers in die Staatsdiens, is behoudens die bepalings van die Werkloosheidsversekeringswet, 1966 (Wet No. 30 van 1966), *mutatis mutandis* van toepassing op beamptes en werknemers.

Besering aan diens

55. Die bepalings van Hoofstuk D.XIII van die Staatsdienspersoneelkode, uitgereik ingevolge artikel 36 van die Staatsdienswet, 1984 (Wet No. 111 van 1984), asook enige interpretasie, beslissing, reëling of voorskrif deur die Kommissie vir Administrasie met betrekking tot die toepassing van die bepalings van die Ongevallewet, 1941 (Wet No. 30 van 1941), op beamptes of werknemers in die Staatsdiens, is *mutatis mutandis* van toepassing op beamptes en werknemers.

Geneeskundige ondersoeke en immunisering

56. (1) 'n Direkteur, in oorleg met die raad, kan 'n beampte of werknemer gelas om hom te onderwerp aan 'n geneeskundige ondersoek om vas te stel of enige besmetting met 'n aansteeklike of oordraagbare siekte plaasgevind het of dat 'n beampte of werknemer en 'n lid van sy huishouding, geïmmuniseer word teen 'n aansteeklike of oordraagbare siekte, op sodanige voorwaardes wat die raad goedkeur, om—

(a) 'n epidemie te voorkom;

(b) aan internasionale voorskrifte te voldoen; of

(c) hom/hulle te vrywaar teen besmetting met aansteeklike of oordraagbare siektes gedurende besoek aan 'n land of gebied waar die gevaar van sodanige besmetting bestaan:

Met dien verstande dat 'n beampte of werknemer of 'n lid van sy huishouding wat vanweë geloofs- of gewetensbesware nie van geneeskundige dienste gebruik maak nie, op aansoek van sodanige ondersoek of immunisering vrygestel kan word.

(2) (a) 'n Direkteur, in oorleg met die raad, kan te eniger tyd eis dat 'n beampte of werknemer hom onderwerp aan 'n ondersoek deur 'n geregistreerde geneesheer aangewys, of 'n geneeskundige raad, saamgestel deur die raad: Met dien verstande dat die beampte of werknemer wat ondersoek moet word, indien hy dit verlang, op sy eie koste kan reël dat 'n private geneesheer van sy keuse by sodanige ondersoek teenwoordig kan wees.

(b) The council may determine the form on which a report of a medical practitioner or a medical council, as contemplated in subregulation (2) (a), shall be submitted.

(3) The expenditure connected to any examination or immunisation as contemplated in subregulation (1) or (2) shall be met by the council.

Precautionary measures against malaria

57. (1) A council shall issue free of charge to an officer or employee who visits a malaria danger area in the performance of his official duties, the necessary malaria prevention tablets and where it is necessary for the performance of his duties, also mosquito-proof tents, bed nets, insect killing mediums and mosquito repellents.

(2) A malaria danger area is an area referred to in Chapter D.XVII/II.1 of the Public Service Staff Code issued in terms of section 36 of the Public Service Act, 1984 (Act No. 111 of 1984).

Compulsory membership of approved medical aid fund or medical aid association

58. (1) A council may accept a medical aid fund or medical aid association as medical aid fund or medical association and officers and employees shall subject to the provisions of subregulation (3) be compelled to become and to remain members thereof.

(2) (a) Such membership shall commence with effect from the first day of the calendar month that follows immediately on the calendar month in which the officer or employee assumes duty.

(b) Subject to the provisions of subregulation (3) an officer or employee who becomes a member of the above-mentioned medical aid fund or medical aid association in terms of subregulation (1), may not resign as a member thereof.

(3) Notwithstanding the provisions of subregulation (1) and (2) an officer or employee shall not be compelled to become a member of the above-mentioned medical aid fund or medical aid association, if—

(a) such a person is a married woman whose husband is a member of a medical aid fund or a medical aid association: Provided that if for any reason whatsoever a change occurs as such in the circumstances of a married woman resulting in her no longer being recognised as a member of her husband's medical aid fund or medical aid association, the provisions of subregulation (1) shall again be applicable to her;

(b) such a person is a pensioner who is already a member of a medical aid fund or medical aid association;

(c) such a person is a widow who is already a member of or is entitled to the benefits of a medical aid fund or a medical aid association by virtue of her deceased husband's membership of such fund or association;

(d) such a person is a member of a medical aid fund or a medical aid association or any other fund of which he was compelled to become a member by virtue of any full-time government service; or

(b) Die raad kan die vorm voorskryf waarop 'n verslag van 'n geneesheer of 'n geneeskundige raad, soos bedoel in subregulasie 2 (a), ingedien moet word.

(3) Die koste verbonde aan enige ondersoek of immunisering bedoel in subregulasie (1) of (2) word deur die raad gedra.

Voorsorgmaatreëls teen malaria

57. (1) 'n Raad verskaf gratis aan 'n beampte of werknemer wat in die uitvoering van sy amptelike pligte 'n malariagevaargebied besoek die nodige goed-gekeurde malariavoorkomingstablette en, waar dit vir die uitvoering van sy pligte noodsaaklik is, ook muskietdigte tente, bednette, insekdodende middels en muskietafweermiddels.

(2) 'n Malariagevaargebied is 'n gebied soos bedoel in Hoofstuk D.XVII/II.1 van die Staatsdienspersoneelkode uitgereik ingevolge artikel 36 van die Staatsdienswet, 1984 (Wet No. 111 van 1984).

Verpligte lidmaatskap van goedgekeurde mediese hulpfonds of mediese hulpvereniging

58. (1) 'n Raad kan 'n mediese hulpfonds of mediese hulpvereniging as mediese hulpfonds of mediese hulpvereniging aanvaar en beamptes en werknemers is behoudens die bepaling van subregulasie (3) verplig om lede daarvan te word en te bly.

(2) (a) Sodanige lidmaatskap neem 'n aanvang met ingang van die eerste dag van die kalendermaand wat onmiddellik volg op die kalendermaand waarin 'n beampte of werknemer diens aanvaar.

(b) Behoudens die bepalings van subregulasie (3) mag 'n beampte of werknemer wat ingevolge subregulasie (1) 'n lid van 'n bedoelde mediese hulpfonds of mediese hulpvereniging word, nie as lid daarvan bedank nie.

(3) Ondanks die bepalings van subregulasies (1) en (2) word 'n beampte of werknemer nie verplig om lid te word van 'n mediese hulpfonds of mediese hulpvereniging nie, indien—

(a) so 'n persoon 'n getroude vrou is wie se eggenoot lid is van 'n mediese hulpfonds of mediese hulpvereniging: Met dien verstande dat indien die omstandighede van so 'n getroude vrou om die een of ander rede sodanig verander dat sy nie meer as 'n lid van haar eggenoot se mediese hulpfonds of mediese hulpvereniging erken word nie, die bepalings van subregulasie (1) weer op haar van toepassing is;

(b) so 'n persoon 'n gepensioeneerde is wat reeds lid is van 'n mediese hulpfonds of mediese hulpvereniging;

(c) so 'n persoon 'n weduwee is wat reeds lid is van of op voordele van 'n mediese hulpfonds of mediese hulpvereniging geregtig is uit hoofde van haar afgestorwe eggenoot se lidmaatskap van sodanige fonds of vereniging;

(d) so 'n persoon lid is van 'n mediese hulpfonds of mediese hulpvereniging of 'n ander fonds waarvan hy verplig was om lid te word uit hoofde van enige voltydse regeringsdiens; of

(e) the council exempts such a person individually or as one of a group from membership or continued membership on the grounds of *bona fide* conscientious or religious objections which such a person, as an individual, may have against medical, dental, surgical or hospital treatment.

(4) If an unmarried female officer or employee marries and is recognised as a member of her husband's medical aid fund or medical aid association, she shall be compelled to terminate her membership of the fund or association referred to in subregulation (1), with effect from her date of marriage.

(5) Membership fees shall monthly be deducted by the council from an officer's or employee's salary according to the appropriate rate and be paid to the fund or association referred to in subregulation (1).

Acceptance of gifts, commission, money or reward

59. An officer or employee shall not without the permission of the council—

(a) accept a gift, pecuniary or otherwise, offered to him by a member of the public by virtue of his occupying or having occupied a particular office or post in the declared institution; or

(b) accept any commission, money or reward, pecuniary or otherwise not being the emoluments payable to him in respect of his duties or demand it in respect of the carrying out of his duties or the failure to carry out his duties, or fail to report to the council the offer of such a commission, money or reward.

Service bonus

60. The provisions of Chapter D.X of the Public Service Staff Code, issued in terms of section 36 of the Public Service Act, 1984 (Act No. 111 of 1984), as well as any interpretation, decision, ruling or direction by the Commission for Administration concerning service bonuses of officers or employees in the Public Service, shall *mutatis mutandis* apply to officers and employees.

CHAPTER VIII: FINANCIAL MATTERS

Financial year

61. The financial year of a declared institution shall extend from 1 April in a year up to and including 31 March of the following year.

Accounting

62. A director shall be responsible for the general control of all accounting matters of the declared institution and for—

(a) the keeping of books of account, records and statements in which particulars of all receipts and expenditure shall be recorded; and

(b) the safe custody of all books of account, records, statements, vouchers and other documents relating thereto.

(e) die raad so 'n persoon individueel of as een uit 'n groep van lidmaatskap of voortgesette lidmaatskap vrystel op grond van *bona fide* gewetens- of geloofsbesware wat so 'n persoon as individu teen geneeskundige, tandheelkundige, chirurgiese of hospitaalbehandeling het.

(4) Indien 'n ongetroude vroulike beamppte of werknemer in die huwelik tree en as 'n lid van haar eggenoot se mediese hulpfonds of mediese hulpvereniging erken word, is sy verplig om haar lidmaatskap van die fonds of vereniging in subregulasie (1) bedoel, met ingang van haar huweliksdatum te beëindig.

(5) Ledegeld word maandeliks ooreenkomstig die toepaslike tarief deur die raad van 'n beamppte of werknemer se salaris verhaal en aan die fonds of vereniging in subregulasie (1) bedoel, oorbetaal.

Aanneem van geskenke, kommissie, geld of beloning

59. 'n Beamppte of werknemer mag nie sonder die toestemming van die raad—

(a) 'n geskenk, geldelik of andersins, aanneem wat hom deur 'n lid van die publiek aangebied word uit hoofde daarvan dat hy 'n bepaalde amp of pos in die verklaarde instelling beklee of beklee het nie; of

(b) enige kommissie, geld of beloning, geldelik of andersins, wat nie die emolumente is wat ten opsigte van sy pligte aan hom betaalbaar is nie, aanneem of dit eis ten opsigte van die uitvoering van sy pligte of die versuim om sy pligte uit te voer, of versuim om aan die raad die aanbod van so 'n kommissie, geld of beloning te rapporteer nie.

Diensbonus

60. Die bepalinge van Hoofstuk D.X van die Staatsdienspersoneelkode, uitgereik ingevolge artikel 36 van die Staatsdienswet, 1984 (Wet No. 111 van 1984), asook enige interpretasie, beslissing, reëling of voorskrif deur die Kommissie vir Administrasie met betrekking tot diensbonusse van beampptes of werknemers in die Staatsdiens, is *mutatis mutandis* van toepassing op beampptes en werknemers.

HOOFTUK VIII: FINANSIËLE AANGELEENTHEDE

Boekjaar

61. Die boekjaar van 'n verklaarde instelling strek vanaf 1 April in 'n jaar tot en met 31 Maart in die daaropvolgende jaar.

Boekhouding

62. 'n Direkteur is verantwoordelik vir die algemene beheer oor alle rekeningaangeleenthede van die verklaarde instelling, asook vir—

(a) die hou van rekeningboeke, aantekeninge en state waarin besonderhede van alle ontvangstes en uitgawes aangeteken word; en

(b) die veilige bewaring van alle rekeningboeke, aantekeninge, state, bewysstukke en ander dokumente wat daarop betrekking het.

Control of moneys

63. (1) A director shall be responsible for the receipt of and accountability of moneys received by the declared institution.

(2) All moneys received by a declared institution shall be charged without delay by the issuing of a numbered receipt in duplicate, which shall be recorded in numerical sequence in a cash book.

(3) No amendment shall be made on a receipt and, if a receipt has been incorrectly issued, such receipt shall be cancelled immediately and another receipt issued in place thereof.

(4) (a) No bank draft, cheque, money order, postal order or traveller's cheque in respect of which a receipt referred to in subregulation (2) has not been issued, shall take the place of cash or be treated as cash.

(b) No bank draft, cheque, money order, postal order or traveller's cheque for which a receipt referred to in subregulation (2) has been issued shall, to the extent that the amount for which it has been made out, exceed the amount for which it is issued, take the place of cash or be treated as cash.

(5) Cheques shall be signed by the director or by an officer specially authorised thereto by the council and shall be countersigned by the chairman or by a member of the council specially authorised thereto by the council.

(6) All moneys received by a declared institution shall be deposited in an account in the name of the declared institution concerned, at a registered banking institution.

(7) Whenever a dishonoured cheque is re-deposited or cash or a new cheque as replacement thereof is received, no receipt shall be issued, but the re-deposit shall be made on a separate deposit slip, clearly marked "re-deposit".

(8) Where a cash shortfall comes to light, the amount shall immediately be paid in by the responsible officer or employee, and a suitable entry shall be made in the relevant book of account: Provided that if the council is of the opinion that the responsible officer or employee should not be held accountable for the shortfall, the amount may be written off by the council.

(9) Where any surplus in cash occurs, the amount shall be accounted for without delay by the issuing of a receipt.

(10) A person designated in writing by the council, shall, at least once a week check all the moneys received, to ensure that—

(a) the cash on hand is correct;

(b) no moneys which should have been deposited is held back;

(c) a receipt has been issued for every check, bank draft, money order, postal order or traveller's cheque included in a bank deposit;

Beheer oor gelde

63. (1) 'n Direkteur is belas met die ontvangs en verantwoording van gelde wat deur die verklaarde instelling ontvang word.

(2) Alle gelde wat deur 'n verklaarde instelling ontvang word, word onverwyld in rekening gebring deur die uitreiking van 'n genummerde kwitansie in duplikaat wat in numeriese orde in 'n kasboek te boek gestel word.

(3) Geen verandering mag op 'n kwitansie aangebring word nie en indien 'n kwitansie foutief uitgereik is, word sodanige kwitansie onmiddellik gekanselleer en 'n ander kwitansie in die plek daarvan uitgereik.

(4) (a) Geen bankwissel, tjek, poswissel, posorder of reisigerstjek ten opsigte waarvan 'n kwitansie nie soos in subregulasie (2) bedoel, uitgereik is nie, mag in kontant vervang of as kontant behandel word nie.

(b) Geen bankwissel, tjek, poswissel, posorder of reisigerstjek ten opsigte waarvan 'n kwitansie in subregulasie (2) bedoel uitgereik is, mag, in die mate waarin die bedrag daarvan meer is as die bedrag waarvoor die kwitansie uitgereik is, in kontant vervang of as kontant behandel word nie.

(5) Tjeks word deur die direkteur of deur 'n beampte wat deur die raad spesiaal daartoe gemagtig is, onderteken en word deur die voorsitter of deur 'n lid van die raad wat deur die raad spesiaal daartoe gemagtig is, mede-onderteken.

(6) Alle gelde wat deur 'n verklaarde instelling ontvang word, moet in 'n rekening op naam van die betrokke verklaarde instelling by 'n geregistreerde bankinstelling gedeponeer word.

(7) Wanneer 'n gedishonoreerde tjek herdeponeer word of kontant of 'n nuwe tjek ter vervanging daarvan ontvang word, word geen kwitansie uitgereik nie, maar word die herdeposito op 'n afsonderlike deposito-strokie, duidelik gemerk "herdeposito", gemaak.

(8) Waar daar 'n tekort in kontant aan die lig kom, word die bedrag onmiddellik deur die verantwoordelike beampte of werknemer inbetaal en word 'n gepaste aantekening in die betrokke rekeningboek gemaak: Met dien verstande dat indien die raad van oordeel is dat die beampte of werknemer nie vir die tekort aanspreeklik gehou behoort te word nie, die bedrag deur die raad afgeskryf kan word.

(9) Waar daar enige surplus in kontant ontstaan, word die bedrag onmiddellik deur die uitreiking van 'n kwitansie in rekening gebring.

(10) 'n Persoon, skriftelik deur die raad aangewys, gaan minstens eenmaal per week alle ontvangte gelde na om te verseker dat—

(a) die kontant voorhande korrek is;

(b) geen gelde wat gedeponeer moes gewees het, teruggehou word nie;

(c) 'n kwitansie uitgereik is vir elke tjek, bankwissel, poswissel, posorder of reisigerstjek wat by 'n bank-deposito ingesluit is;

(d) such moneys, where possible are deposited on the date of receipt, and any moneys not thus deposited, shall be deposited on the first following official working day, unless a deviation from this procedure is approved by the council on account of factors such as the availability of banking facilities, facilities for the safekeeping of moneys or the economical use of transport;

(e) the cash book is kept up to date daily, and is reconciled with the receipts issued and deposits made; and

(f) the other provisions contained in these Regulations have been complied with.

(11) The cash book shall be balanced every month, reconciled with the bank statement and submitted to the director for control purposes.

Accounts and auditing

64. (1) A council shall have complete and accurate account of all moneys received and expended by the declared institution, and of all its assets, liabilities and financial transactions kept.

(2) A director shall submit audited accounts of each financial year as well as a balance sheet of the assets and liabilities of the declared institution within one month after receiving such audited accounts, to the council and copies of such accounts and balance sheets shall be forwarded to the Head of the Department.

Report

65. A council shall submit, within two months after the end of each financial year, a written report to the Minister of the activities of the declared institution.

CHAPTER IX: MISCELLANEOUS MATTERS

Irregularities

66. (1) The Minister may appoint in writing any person as an investigating officer to inquire into an alleged irregularity in connection with the affairs of a declared institution.

(2) The investigating officer shall, after the completion of such inquiry, submit to the Minister a report together with his findings and recommendations.

(3) The provisions of regulation 27 shall *mutatis mutandis* apply to an inquiry referred to in subregulation (1).

Repealing of regulations

67. The regulations promulgated under Government Notice No. R. 1671 of 18 August 1978, as amended by Government Notice No. R. 162 of 12 February 1988, are hereby repealed in so far as they have reference on declared institutions referred to in sections 3 and 19 (2) of the Act.

(d) sodanige gelde waar moontlik op die datum van ontvangs gedeponeer is en enige gelde wat nie aldus gedeponeer is nie, op die eersvolgende amptelike werkdag gedeponeer word, tensy 'n afwyking van hierdie prosedure deur die raad goedgekeur is op grond van faktore soos die beskikbaarheid van bankfasiliteite, fasiliteite vir die veilige bewaring van geld of die ekonomiese gebruik van vervoer;

(e) die kasboek daagliks bygehou word en met die kwitansies uitgereik en deposito's gemaak, gerekonsilieer is; en

(f) die ander bepalings in hierdie Regulasies vervat, nagekom is.

(11) Die kasboek word maandeliks gebalanseer, met die bankstaat gerekonsilieer en aan die direkteur vir kontroledoeleindes voorgelê.

Rekenings en ouditering

64. (1) 'n Raad laat volledige en juiste rekenings hou van alle gelde deur die verklaarde instelling ontvang en bestee, en van al sy bates, laste en finansiële transaksies.

(2) 'n Direkteur lê die geouditeerde rekeninge vir elke boekjaar, asook 'n balansstaat van die bates en laste van die verklaarde instelling, binne 'n maand nadat sodanige geouditeerde rekeninge ontvang is, aan die raad voor, en stuur afskrifte van sodanige rekeninge en balansstate aan die Departementshoof.

Verslag

65. 'n Raad lê binne twee maande na die einde van elke boekjaar 'n skriftelike verslag van die verklaarde instelling se werksaamhede aan die Minister voor.

HOOFTUK IX: DIVERSE AANGELEENTHEDE

Onreëlmatighede

66. (1) Die Minister kan 'n persoon skriftelik as 'n ondersoekbeampte aanstel om ondersoek in te stel na 'n beweerde onreëlmatigheid in verband met die werksaamhede van 'n verklaarde instelling.

(2) Die ondersoekbeampte verstrek na afloop van sodanige ondersoek 'n verslag tesame met sy bevindinge en aanbevelings aan die Minister.

(3) Die bepalings van regulasie 27 is *mutatis mutandis* van toepassing op 'n ondersoek in subregulasie (1) bedoel.

Herroeping van regulasies

67. Die regulasies afgekondig by Goewermentskennisgewing No. R. 1671 van 18 Augustus 1978, soos gewysig by Goewermentskennisgewing No. R. 162 van 12 Februarie 1988, word, vir sover dit betrekking het op die verklaarde instellings waarna in artikels 3 en 19 (2) van die Wet verwys word, hierby herroep.

ANNEXURE A

REGULATIONS PROMULGATED UNDER THE CULTURAL INSTITUTIONS ACT (HOUSE OF ASSEMBLY), 1989
(ACT No. 66 OF 1989)

SUBPOENA REFERRED TO IN REGULATION 27 (2) TO APPEAR BEFORE AN INVESTIGATING OFFICER

To

(name and address of subpoenaed person)

You are hereby subpoenaed to appear personally on the
day of 19....., at (time)
at (place), before

(name of investigating officer), appointed as investigating officer under regulation 26 (1) of the Regulations promulgated under section 18 of the Act, for the purpose of giving evidence with regard to the following charge of misconduct:

and to submit the following book, document or thing in your possession or care or under your control, and which has a bearing on the charge:

(specify the book, document or thing concerned if applicable)

Given under my hand this day of 19.....

Investigating Officer

AANHANGSEL A

REGULASIES UITGEVAARDIG KRAGTENS DIE WET OP KULTURELE INSTELLINGS (VOLKSRAAD), 1989
(WET No. 66 VAN 1989)

GETUIEDAGVAARDING BEDOEL IN REGULASIE 27 (2) OM VOOR 'N ONDERSOEKBEAMPTTE TE VERSKYN

Aan

(Naam en adres van gedagvaarde persoon)

Hierby word u gedagvaar om persoonlik op die dag van 19....., om (tyd)
te (plek), te verskyn voor

..... (naam van ondersoekbeampte),
aangestel as ondersoekbeampte kragtens regulasie 26 (1) van hierdie Regulasies, uitgevaardig kragtens artikel 18 van die Wet, met die doel om getuienis af te lê aangaande die volgende aanklag van wangedrag:

en om die volgende boek, dokument of saak in u besit of bewaring of onder u beheer en wat op die aanklag betrekking het, voor te lê:

(vermeld die betrokke boek, dokument of saak indien van toepassing)

Gegee onder my hand op hede die dag van 19.....

Ondersoekbeampte

IMPORTANT ANNOUNCEMENT*Closing times PRIOR TO PUBLIC HOLIDAYS for***LEGAL NOTICES**
GOVERNMENT NOTICES 1991*The closing time is 15:00 sharp on the following days:*

- ▶ **21 March**, Thursday, for the issue of Thursday **28 March**
- ▶ **27 March**, Wednesday, for the issue of Friday **5 April**
- ▶ **25 April**, Thursday, for the issue of Friday **3 May**
- ▶ **2 May**, Thursday, for the issue of Friday **10 May**
- ▶ **23 May**, Thursday, for the issue of Thursday **30 May**
- ▶ **3 October**, Thursday, for the issue of Friday **11 October**
- ▶ **12 December**, Thursday, for the issue of Friday **20 December**
- ▶ **17 December**, Tuesday, for the issue of Friday **27 December**
- ▶ **19 December**, Thursday, for the issue of Friday **3 January**

Late notices will be published in the subsequent issue. If, under special circumstances, a late notice is being accepted, a double tariff will be charged

The copy for a **SEPARATE Government Gazette** must be handed in not later than three calendar weeks before date of publication

BELANGRIKE AANKONDIGING*Sluitingstye VOOR VAKANSIEDAE vir***WETLIKE KENNISGEWINGS**
GOEWERMENSKENNISGEWINGS 1991*Die sluitingstyd is stiptelik 15:00 op die volgende dae:*

- ▶ **21 Maart**, Donderdag, vir die uitgawe van Donderdag **28 Maart**
- ▶ **27 Maart**, Woensdag, vir die uitgawe van Vrydag **5 April**
- ▶ **25 April**, Donderdag, vir die uitgawe van Vrydag **3 Mei**
- ▶ **2 Mei**, Donderdag, vir die uitgawe van Vrydag **10 Mei**
- ▶ **23 Mei**, Donderdag, vir die uitgawe van Donderdag **30 Mei**
- ▶ **3 Oktober**, Donderdag, vir die uitgawe van Vrydag **11 Oktober**
- ▶ **12 Desember**, Donderdag, vir die uitgawe van Vrydag **20 Desember**
- ▶ **17 Desember**, Dinsdag, vir die uitgawe van Vrydag **27 Desember**
- ▶ **19 Desember**, Donderdag, vir die uitgawe van Vrydag **3 Januarie**

Laat kennisgewings sal in die daaropvolgende uitgawe geplaas word. Indien 'n laat kennisgewing wel, onder spesiale omstandighede, aanvaar word, sal 'n dubbeltarief gehef word

Wanneer 'n **APARTE Staatskoerant** verlang word moet die kopie drie kalenderweke voor publikasie ingedien word

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*As from 1 July 1991
Vanaf 1 Julie 1991*



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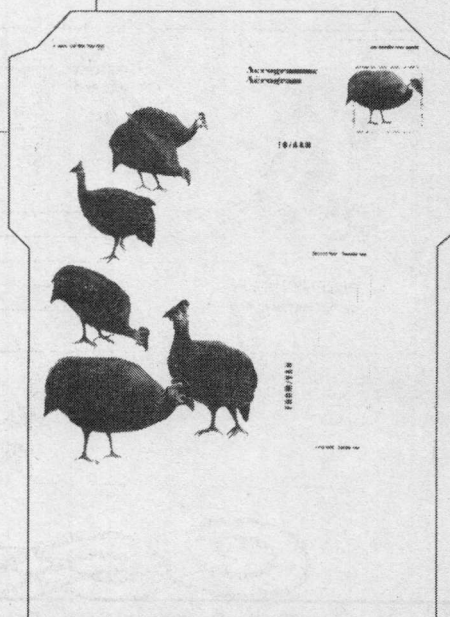
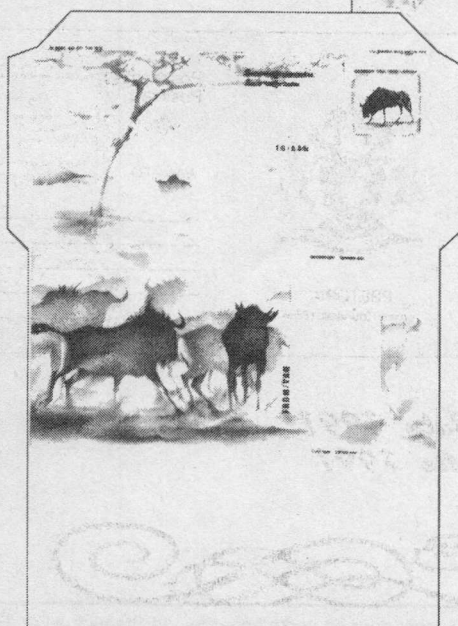
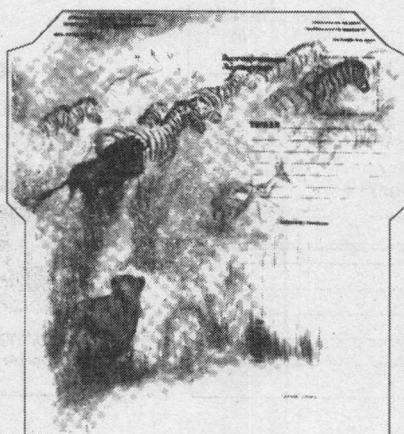
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