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GOEWERMENSKENNISGEWING.

Onderstaande Goewermenskennisgewing word vir algemene inligting gepubliseer:—

DEPARTEMENT VAN WATERWESE.

No. 1021.]

[5 Julie 1957.

Hierby word bekendgemaak dat dit die Minister van Waterwese, kragtens artikel *honderd-en-twee* van die Waterwet, 1956 (Wet No. 54 van 1956), behaag het om onderstaande regulasies uit te vaardig vir besproeiingsrade wat by artikel *nege-en-sewentig* van genoemde Wet ingestel is:—

REGULASIES INGEVOLGE PARAGRAWE (a) TOT (j) VAN ARTIKEL HONDERD-EN-TWEE VAN DIE WATERWET, 1956 (WET No. 54 VAN 1956).

1. In hierdie regulasies tensy uit die samehang anders blyk, beteken—

„distrik”, ’n besproeiingsdistrik soos omskryf in paragraaf (i) van artikel *een* van die Wet;

„kiesbeampste”, na gelang omstandighede vereis—

(a) die beampste deur die direkteur aangestel ingevolge paragraaf (b) van subartikel (1) van artikel *vier-en-tagtig* van die Wet; of

(b) die voorsitter van ’n raad; of

(c) die lid van sodanige raad deur die voorsitter benoem ingevolge paragraaf (c) van subartikel (1) van artikel *vier-en-tagtig* van die Wet;

„penningmeester”, die hoofamptenaar deur ’n raad aangestel om die raad se geld te ontvang en te bestee;

„raad”, ’n besproeiingsraad soos omskryf in paragraaf (ii) van artikel *een* van die Wet;

„sub-distrik”, ’n sub-distrik, soos omskryf in subartikel (1) van artikel *vier-en-sewentig* van die Wet, van ’n distrik;

„Wet”, die Waterwet, 1956 (Wet No. 54 van 1956); en enige uitdrukking waaraan ’n betekenis in die Wet geheg word, het dieselfde betekenis wanneer dit in hierdie regulasies gebruik word.

2. Wanneer drie of meer eienaars van oewergrond aan ’n openbare stroom, of takstroom daarvan, verlang dat ’n gebied wat daardie stroom of takstroom omvat as ’n distrik ingestel moet word, moet die versoekskrif wat ingevolge artikel *een-en-sewentig* van die Wet aan die Minister gerig word wesenlik in die vorm van vorm No. D.W. 403 wees.

3. Behalwe die kieserslys vir die eerste verkiesing van ’n raad, deur die direkteur ingevolge subartikel (1) van artikel *drie-en-tagtig* van die Wet opgestel, word alle kieserslyste deur die betrokke raad hersien soos hieronder bepaal: Met dien verstande dat genoemde kieserslys vir die eerste verkiesing van sodanige raad binne ses maande na die verkiesing van sodanige raad hersien moet word.

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GOVERNMENT NOTICE.

The following Government Notice is published for general information:—

DEPARTMENT OF WATER AFFAIRS.

No. 1021.]

[5 July 1957.

It is hereby notified that the Minister of Water Affairs has been pleased, in terms of section *one hundred and two* of the Water Act, 1956 (Act No. 54 of 1956), to make the following regulations for irrigation boards established by section *seventy-nine* of the said Act:—

REGULATIONS UNDER PARAGRAPHS (a) TO (j) OF SECTION ONE HUNDRED AND TWO OF THE WATER ACT, 1956 (ACT No. 54 OF 1956).

1. In these regulations, unless the context otherwise indicates:—

“Act” means the Water Act, 1956 (Act No. 54 of 1956);

“board” means an irrigation board as defined in paragraph (vi) of section *one* of the Act;

“district” means an irrigation district as defined in paragraph (vii) of section *one* of the Act;

“returning officer” means, as the circumstances may require—

(a) the officer appointed by the director in terms of paragraph (b) of sub-section (1) of section *eighty-four* of the Act; or

(b) the chairman of a board; or

(c) the member of such board nominated by the chairman in terms of paragraph (c) of sub-section (1) of section *eighty-four* of the Act;

“sub-district” means a sub-district, defined in terms of sub-section (1) of section *seventy-four* of the Act, of a district;

“treasurer” means the principal officer appointed by a board to receive and disburse its funds;

and any expression to which a meaning has been assigned in the Act bears, when used in these regulations, the same meaning.

2. Whenever three or more owners of riparian land along a public stream or any tributary thereof desire that a certain area comprising such stream or tributary should be constituted a district, the petition to the Minister required in terms of section *seventy-one* of the Act shall be substantially in accordance with Form No. D.W. 403.

3. Except for the voters’ list for the first election of a board, prepared by the director in terms of sub-section (1) of section *eighty-three* of the Act, all voters’ lists shall be revised by the board concerned as hereinafter provided: Provided that the said voters’ list for the first election of such board shall be revised within six months of the election of such board.

4. Alvorens 'n raad sy kieserslys hersien, moet hy sy voorneme om dit te doen, in albei amptelike tale, bekend-maak in 'n nuusblad of nuusblaai in omloop in die distrik en deur middel van 'n kennisgewing wat in die kantoor van die sekretaris van die raad vertoon word. So 'n kennisgewing maak bekend dat op 'n datum, tyd en plek daarin vermeld, aanspreke om in genoemde kiesers-lys opgeneem te word of besware teen enige van die name wat daarop verskyn, aangehoor en beslis sal word op die wyse hieronder bepaal.

5. Op die vermelde dag hoor die raad alle sodanige aanspreke en besware aan en die raad besluit en beslis onmiddellik daaroor of hy kan die verrigtinge na goed-dunke van tyd tot tyd verdaag indien hy dit nodig ag.

6. Die kieserslys bevat die volle name van al die kiesers in die distrik in alfabetiese volgorde van familienaam, asook die getal stemme wat aan elkeen toegeken is en, as sub-distrikte ingestel is, word die name van die kiesers in elke sub-distrik insgelyks gerangskik en 'n kieserslys vir elk van die onderskeie sub-distrikte opgestel.

7. Wanneer die raad die kieserslys hersien en aanspreke of besware ondersoek en daaroor beslis, volg hy die bepalings van die Wet asook die volgende voorskrifte, bepalings en oorwegings:—

- (1) Die raad neem die naam van elke persoon in die kieserslys op as bewys tot sy tevreedenheid gelewer word dat daardie persoon geregtig is om sy naam in die kieserslys te laat opneem en hy vergewis hom aangaande die juistheid van die getal stemme waarop daardie persoon volgens die bepalings van die Wet geregtig is en bring die getal op die lys aan.
- (2) Tensy 'n persoon dood is, laat die raad die name van alle persone teen wie geen beswaar gemaak is nie op die kieserslys bly.
- (3) As beswaar teen die naam van 'n persoon gemaak word, laat die raad sodanige naam op die kiesers-lys bly, tensy die persoon wat beswaar maak, persoonlik voor die raad verskyn of verteenwoordig word deur iemand wat skriftelik deur hom daartoe gemagtig is, om sy beswaar te staaf en die beswaar tot tevreedenheid van die raad bewys word.
- (4) Die raad skrap die naam van 'n persoon teen wie beswaar gemaak word van die kieserslys maar slegs indien die beswaar bevredigend bewys word.
- (5) Die raad skrap die naam van 'n persoon van die kieserslys indien bewys gelewer word dat so 'n persoon dood is.
- (6) Ten slotte verbeter die raad enige *bona fide* fout of weglating in die kieserslys.

8. Die kieserslys wat deur die direkteur vir die eerste verkiesing van 'n raad opgestel is of die kieserslys wat deur die raad soos hierbo bepaal hersien en juis verklaar is, is voortaan die kieserslys vir die distrik en bly van krag tot tyd en wyl dit ingevolge die bepalings van hierdie regulasies hersien word: Met dien verstande dat die kieserslys een keer elke jaar hersien word, nie later as die 31ste Maart nie, en ten opsigte van sodanige jaarlikse hersiening geld die bepalings van regulasies 3 tot en met 7 vir sover dit van toepassing mag wees: Voorts met dien verstande dat 'n afskrif van die kieserslys onmiddellik deur die raad na elke hersiening aan die direkteur gestuur moet word.

9. Enige gedrukte of geskrewe afskrif van die kiesers-lys van enige distrik wat deur die raad juis verklaar is en wat na voorgegee word 'n afskrif van die kieserslys vir daardie distrik is, is *prima facie* bewys van sodanige kieserslys en van die inhoud daarvan.

10. So spoedig doenlik na die uitreiking van 'n prokla-masie waarvolgens 'n distrik ingestel is, maak die direkteur die eerste kieserslys deur hom opgestel, bekend, deur publikasie in die *Staatskoerant* en op sodanige ander wyse as wat hy nodig mag ag, asook die datum, tyd en plek deur hom in die kennisgewing bepaal vir die eerste verkiesing van lede van die raad vir sodanige distrik; genoemde kennisgewing moet die naam en ampstitel meld

4. Before proceeding to revise its voters' list a board shall give notice of its intention to do so, in both official languages, in a newspaper or newspapers circulating in the district and by a notice displayed in the office of the secretary to the board. Such notice shall intimate that upon a certain date and at an hour and place therein set forth, claims to be inserted in the said voters' list or objections to any of the names included therein will be heard and determined in the manner hereinafter provided.

5. On the day so notified, the board shall hear all such claims and objections and shall then and there determine and adjudicate thereon, or may at its discretion adjourn the proceedings from time to time as it may deem to be necessary.

6. The voters' list shall show the names in full of all the voters in the district and the number of votes allotted to each, arranged according to the alphabetical order of surnames. Where sub-districts have been constituted the names of the voters in each sub-district shall be similarly arranged and a voters' list prepared for each of the several sub-districts.

7. In revising the voters' list and in the investigation of and adjudication upon claims or objections, the board shall be guided by the provisions of the Act and also by the following directions, provisions and considerations; that is to say, it shall—

- (1) insert the name of every person in respect of whom it has been proved to the board's satisfaction that such person is entitled to have his name inserted in the voters' list and it shall further satisfy itself as to the correctness of the number of votes to which such person is entitled, according to the provisions of the Act, and shall insert such number in the list;
- (2) except in cases of death, retain on the voters' list the names of all persons to whom no objections have been made;
- (3) retain on the voters' list the name of every person objected to, unless the person objecting appears by himself or by someone duly qualified by writing under his hand and on his behalf, in support of such objection and establishes the objection by proof to the satisfaction of the board;
- (4) expunge the name of the person objected to from the voters' list but only if any objection made is satisfactorily proved;
- (5) expunge from the voters' list the name of any person who is proved to be dead;
- (6) finally, correct any *bona fide* error or omission which may have been made in the voters' list.

8. The voters' list prepared by the director for the first election of a board, or the voters' list revised and certified as correct by the board, as hereinbefore provided, shall thenceforth be the voters' list for the district and shall continue in force until it is duly revised in terms of these regulations: Provided that the voters' list shall be revised once in each year but not later than the 31st March and for the purposes of such annual revision the provisions of regulations 3 to 7 inclusive shall, in so far as they may be applicable, apply: Provided further that after each revision of the voters' list, a copy thereof shall immediately be sent to the director by the board.

9. Any printed or written copy certified by the board and purporting to be a copy of the voters' list of any district, shall be *prima facie* evidence of such voters' list and of the contents thereof.

10. As soon as may be after the issue of any proclama-tion constituting a district, the director shall publish in the *Gazette* and make known in such other manner as he may deem necessary, the first voters' list as prepared by him and shall determine some date, time and place set forth in the notice for the first election of members of the board for such district; the said notice shall state the name and designation of the person appointed by him in terms

van die persoon deur hom kragtens paragraaf (b) van subartikel (1) van artikel vier-en-tagtig van die Wet as kiesbeampte vir sodanige eerste verkiesing aangestel.

11. Die kennisgewing vermeld in regulasie 10 moet minstens veertien dae voor die datum in die kennisgewing vir sodanige verkiesing bepaal, gepubliseer word.

12. Op die bepaalde dag hou die kiesbeampte 'n openbare vergadering ten einde nominasies van persone wat as lede van die raad voorgestel word, te ontvang: Met dien verstande dat, behoudens die bepalings van subartikel (3) van artikel twee-en-tagtig van die Wet, elke sodanige persoon deur 'n eienaar, wie se naam in die voorlopige kieserslys van sodanige distrik verskyn, of skriftelik of mondeling genomineer word en deur 'n ander eienaar, wie se naam ook in sodanige voorlopige kieserslys verskyn, gesekondeer word.

13. Indien die getal persone wat ingevolge regulasie 12 genomineer is, nie meer is as die getal lede wat verkies moet word nie, word die persone aldus genomineer daar en dan deur die kiesbeampte as behoorlik verkose verklaar: Met dien verstande dat, indien die voorgeskrewe getal lede van 'n raad om watter rede ook al nie verkies word nie, die Minister soveel persone wat bevoegd is om lede te wees, aanstel as wat nodig is om die voorgeskrewe getal aan te vul, asook hul onderskeie ampstermyne bepaal, en die kiesbeampte publiseer die name van die aldus verkose of aangestelde lede in die *Staatskoerant*, asook hul onderskeie ampstermyne, en verwittig elke lid skriftelik van sy verkiesing of aanstelling en van sy ampstermyne.

14. Indien die getal genomineerde persone meer is as die getal lede wat verkies moet word, bepaal en kondig die kiesbeampte onmiddellik die plek of plekke, datum en tyd aan waarop en wanneer 'n stemming sal plaasvind, asook die tydsduur van die stemming, die naam of name van die stemopnemers deur hom aangestel en die name van die genomineerde kandidate: Met dien verstande dat die stemming na goeddunke van die kiesbeampte op dieselfde dag as die nominasie kan plaasvind en dat die kiesbeampte self die stemme kan opneem.

15. Die kiesbeampte en stemopnemer lê 'n eed van geheimhouding af en doen sodanige stappe as wat nodig mag wees om te verseker dat die wyse waarop enige persoon gestem het nie deur enige persoon gesien of vasgestel kan word nie uitgesonderd die kiesbeampte of stemopnemer.

16. Die kiesbeampte verskaf sodanige stembus of stembusse as wat hy as die geskikste beskou om redelike geleentheid te bied aan elke kieser in die distrik om sy stem in die geheim uit te bring en hy laat die name van die genomineerde kandidate in elke stembus opplak.

17. Elke persoon wat geregtig is om in die verkiesing van lede van enige raad te stem, is slegs geregtig om persoonlik te stem.

18. Elke stemming begin op die tyd, datum en plek deur die kiesbeampte ingevolge regulasie 14 bepaal en duur sodanige getal ure, maar minstens vier uur, as wat na die mening van die kiesbeampte nodig is om aan elke kieser in die distrik genoegsame tyd te verleen om sy stem uit te bring.

19. Die kiesbeampte voorsien elke stemopnemer van 'n gesertifiseerde lys van geregistreerde kiesers in die distrik en 'n sertifikaat van sy aanstelling as sodanig en hy tref reëlins vir die aanstelling van sodanige assistente by elke plek waar gestem word as wat hy nodig ag.

20. Indien die stemopnemer dit nodig ag, kan hy aan enige kieser wanneer hy sy stem wil uitbring, maar nie later nie, die volgende vrae stel:—

- (1) Wat is u volle naam?
- (2) Waar woon u?
- (3) Is u daarvan oortuig dat u die persoon is wie se naam opgegee word as.....
(verstrek die naam van die geregistreerde kieser ten opsigte van wie die persoon, wat sy stem wil uitbring, voorgee om te stem) op die kieserslys vir die.....-besproeiingsdistrik?

of paragraph (b) of sub-section (1) of section eighty-four of the Act to act as returning officer in respect of such first election.

11. The notice referred to in regulation 10 shall be published at least fourteen days before the day named in the notice for such election.

12. Upon the day appointed, the returning officer shall hold a public meeting for the nomination of persons proposed as members of the board: Provided that, subject to the provisions of sub-section (3) of section eighty-two of the Act, every such person shall be nominated either in writing or verbally by an owner whose name is shown in the preliminary voters' list for such district and shall be seconded by some other owner whose name is also shown in such preliminary voters' list.

13. If the number of persons nominated in terms of regulation 12 be not greater than the number of members to be elected, the persons so nominated shall then and there be declared to be duly elected by the returning officer: Provided that, if for any reason whatsoever, the prescribed number of members of a board be not elected, the Minister shall appoint so many persons qualified to be members as will complete the prescribed number and their respective periods of office and the returning officer shall publish in the *Gazette* the names of the members so elected or appointed and their respective periods of office and advise in writing each member of his election or appointment and period of office.

14. Where the number of persons nominated exceeds the number of members to be elected, the returning officer shall forthwith determine and announce the place or places, date and time where and upon which a poll is to be taken, the duration of the poll, the name or names of the polling officers appointed by him and the names of the candidates who have been nominated: Provided that, in the discretion of the returning officer, the poll may be taken on the same day as the nomination and the poll may be taken by himself.

15. The returning officer and polling officer shall take an oath of secrecy and shall take such steps as may be necessary to ensure that the manner in which any person has voted is neither seen nor ascertainable by any person other than the returning officer or polling officer.

16. The returning officer shall provide such polling booths as he may think best calculated to afford reasonable opportunity for every voter in the district to cast his vote in secret and shall cause the names of the candidates who have been nominated to be posted up in each polling booth.

17. Every person entitled to vote at the election of members of any board shall be entitled to vote only in person.

18. Every poll shall be opened at the hour, date and place determined by the returning officer, in terms of regulation 14 and shall remain open for such number of hours being not less than four hours as will, in the opinion of the returning officer, allow sufficient time for every voter in the district to cast his vote.

19. The returning officer shall provide each polling officer with a certified copy of the list of registered voters in the district and a certificate of his appointment as such and he shall also arrange for the appointment of such assistants as he may consider necessary at each polling place.

20. The polling officer may, if he considers it necessary, put to any voter at the time of tendering his vote, but not afterwards, the following questions:—

- (1) What is your name in full?
- (2) Where do you live?
- (3) Are you to the best of your knowledge and belief the same person whose name appears as.....
(here give the name of the registered voter in respect of whom the person tendering his vote claims to vote) on the voters' list for the irrigation district of.....?

21. Die stemopnemers stel 'n lys op van die naam en adres van elke kieser, die getal stemme aan hom toegeken en die name van die persoon of persone vir wie hy gestem het en na afloop van die stemming maak hulle 'n opsomming en 'n berekening van die totale getal stemme wat op elke kandidaat uitgebring is en besorg die lys aan die kiesbeampte wat so spoedig moontlik die name van die suksesvolle kandidaat verkies ten opsigte van elke sub-distrik of, na gelang van die geval, van die hele distrik in die volgorde van die getal stemme wat op elkeen uitgebring is, asook die getal stemme op elkeen uitgebring, aankondig en in die *Staatskoerant* publiseer: Met dien verstande dat die kiesbeampte ook elke suksesvolle kandidaat skriftelik van die uitslag van die verkiesing verwittig.

22. Die bepalings van regulasies 10 tot 21 is *mutatis mutandis* van toepassing ten opsigte van elke verkiesing wat plaasvind om 'n vakature aan te vul soos vermeld in artikels vier-en-tagtig en vyf-en-tagtig van die Wet, uitgesonderd dat die kiesbeampte die kennisgewing in regulasie 10 vermeld in albei amptelike tale slegs in 'n nuusblad of nuusblaai in omloop in die distrik publiseer en 'n afskrif van die kennisgewing in die sekretaris van die raad se kantoor vertoon, uitgesonderd voorts dat die kiesbeampte so spoedig moontlik na die verkiesing die kennisgewing in regulasie 21 vermeld slegs in die sekretaris van die raad se kantoor vertoon en elke suksesvolle kandidaat skriftelik van die uitslag van die verkiesing verwittig.

23. Die kiesbeampte stuur die stembrieffies van die stemming binne agt-en-veertig uur na die sluiting van 'n stemming vir die verkiesing van 'n lid of lede van 'n raad per aangetekende pos aan die direkteur, en die direkteur vernietig die stembrieffies na verloop van drie maande.

24. Na die eerste verkiesing van lede van 'n raad bepaal die kiesbeampte 'n datum binne een maand na die datum van die verkiesing vir die eerste vergadering van die raad en laat bestel 'n kennisgewing van die dag, tyd en plek van sodanige vergadering aan elke lid van die raad.

25. Geen sake word op enige vergadering van 'n raad behandel nie, tensy minstens een-derde van die totale aantal lede waaruit die raad bestaan deurgaans gedurende die vergadering teenwoordig is: Met dien verstande dat, indien 'n raad uit slegs drie lede bestaan, geen sake op 'n vergadering behandel word nie, tensy twee van die lede by die aanvang van die verrigtinge en deurgaans teenwoordig is.

26. Elke raad neem 'n sekretaris in diens en sodanige ander amptenare en werknemers as wat hy nodig ag ten einde in staat te wees om die bevoegdhede uit te oefen en die pligte uit te voer wat kragtens die Wet aan hom verleen of aan hom opgedra is: Met dien verstande dat genoemde amptenare en werknemers in diens bly, niesteenstaande die feit dat daar telkens ander persone tot lede van die raad verkies word, tensy hulle deur die raad van hul amp onthef word met 'n meerderheidstem van tweederdes van die aantal lede van die raad: Voorts met dien verstande dat elke raad sodanige sekuriteit van elke amptenaar aan wie die ontvangs en uitbetaling van gelde opgedra is, moet verkry, as wat die raad vir die behoorlike uitvoering van sy pligte genoegsaam ag.

27. Behoudens die bepalings van subartikel (1) van artikel nege-en-negentig van die Wet, mag geen lid van 'n raad deur die raad teen vergoeding in diens geneem word nie.

28. Salarisse en lone van die amptenare en werknemers in regulasie 26 vermeld word van tyd tot tyd deur die raad bepaal.

29. 'n Raad kan, uit fondse tot sy beskikking of waaroor hy beheer het, aan 'n lid van die raad of 'n lid van 'n komitee van die raad 'n toelaag betaal ten opsigte van toevallige uitgawes wat werklik en noodsaaklikerwys by die uitvoering van sy pligte as lid aangegaan is, teen 'n tarief van hoogstens twee sjielings en ses pennies per uur of gedeelte van 'n uur, bereken van die tyd van vertrek van tot die tyd van terugkeer na sy woning, en hoog-

21. The polling officers shall enter on a list the name and address of every voter, the number of votes allotted to him and the names of the person or persons for whom he has voted and at the close of the poll shall sum up and calculate the total of the votes for each candidate and shall return the list to the returning officer, who shall, as soon as possible, announce and publish in the *Gazette* in the order of the number of votes cast for them, the names of the successful candidates elected in respect of each sub-district or for the district as a whole, as the case may be, together with the number of votes cast for each: Provided that the returning officer shall also, in writing, advise each successful candidate of the result of the election.

22. In regard to every election to fill a vacancy, referred to in sections eighty-four and eighty-five of the Act, the provisions of regulations 10 to 21 shall *mutatis mutandis* apply, except that the returning officer shall publish the notice referred to in regulation 10 in both official languages only in a newspaper or newspapers circulating in the district and shall display a copy of the notice in the office of the secretary to the board, except further that the returning officer shall, as soon as may be after the election, display the notice referred to in regulation 21 in the office of the secretary to the board only and advise each successful candidate, in writing, of the result of the election.

23. Within forty-eight hours after the closing of a poll for the election of a member or members of a board, the returning officer shall forward by registered post to the director the ballot papers of the said poll and the said ballot papers shall be destroyed by the director after a lapse of three months.

24. After the first election of members of a board, the returning officer shall appoint a day within one month after the date of the election, for the first meeting of the board and shall cause a notice of the day, time and place of such meeting to be served on each member of the board.

25. No business shall be transacted at any meeting of a board unless at least one-third of the total number of members comprising that board are present throughout the proceedings: Provided that if such board consists of three members only, no business shall be transacted at any meeting unless two of the members are present at the commencement of and throughout the proceedings.

26. Every board shall employ a secretary and such other officers and servants as the board may deem necessary to enable it to exercise the powers and perform the duties and functions vested in or assigned to it under the Act: Provided that the said officers and servants shall remain in office notwithstanding the occurrence of any number of elections of members of such board, unless removed from office by a majority vote of two-thirds of the members of the board: Provided further that every such board shall take from every officer employed by it who may be charged with the receipt or disbursement of any of the funds of such board such security as the board may deem sufficient for the due performance of his duty.

27. Subject to the provisions of sub-section (1) of section ninety-nine of the Act, no member of a board shall be employed by it in a remunerative capacity.

28. The emoluments of the officers and servants referred to in regulation 26 shall be fixed by the board from time to time.

29. It shall be competent for a board, out of the funds at its disposal or under its administration, to pay to each member, or a member of a committee of such board, an allowance on account of out-of-pocket expenses actually and necessarily incurred in the performance of his duties as a member, at a rate not exceeding two shillings and sixpence per hour or fraction thereof reckoned from the

stens, een pond tien sjielings per vier-en-twintig uur, plus reiskoste teen 'n tarief, in die geval van 'n lid wat van sy eie vervoer gebruik maak, wat van tyd tot tyd vasgestel word ten opsigte van amptenare van die Staatsdiens wat van hul eie vervoer gebruik maak. Eise wat deur die eiser gesertifiseer is en wat die lid se uitgawes uiteensit (gestaaf deur bewyse en kwitansies indien beskikbaar), asook die tyd wat werklik in beslag geneem is, die afstand gereis en die aard van die betrokke pligte, moet ter stawing van 'n eis ingevolge hierdie regulasie voorgelê word.

30. 'n Raad kan 'n komitee, wat uit sodanige lede van die raad bestaan as wat die raad dienstig ag, met enige van die raad se bevoegdhede bekleed en so 'n komitee kan 'n voorsitter kies, byeenkom, verdaag en oor enige aangeleentheid wat aan die komitee opgedra is, beslis op 'n wyse asof elke komitee 'n raad is soos kragtens die Wet ingestel: Met dien verstande dat 'n komitee aldus benoem by die uitoefening van gedelegeerde bevoegdhede moet voldoen aan enige voorskrifte van die raad en aan die raad verslag moet doen aangaande alle besluite van die komitee, en die raad kan sodanige besluite na goëddunke verander, wysig of bekragtig.

31. Tensy in hierdie regulasies anders bepaal, tree die voorsitter van 'n raad of, in sy afwesigheid, die vise-voorsitter of, in die afwesigheid van beide die voorsitter en die vise-voorsitter, 'n lid van die raad verkies deur die stemgeregtigdes op die betrokke vergadering as voorsitter op by alle vergaderings van kiesers in die distrik.

32. Binne dertig dae na afsluiting van 'n raad se boekjaar stel die voorsitter elke kieser wie se naam op die kieserslys van die distrik verskyn, skriftelik in kennis dat 'n algemene vergadering van alle kiesers in die distrik op 'n datum, tyd en plek in die kennisgewing vermeld, maar nie vroeër as een-en-twintig dae van die datum van die kennisgewing nie, gehou sal word met die doel om 'n staat van die raad se rekeninge en 'n verslag oor sy werksaamhede ten opsigte van die vorige jaar aan genoemde kiesers voor te lê.

33. Op 'n vergadering van kiesers soos in regulasie 32 vermeld, is enige persoon wie se naam op die kieserslys verskyn geregtig om enige relevante vraag aan die raad te stel ten einde enige verduideliking of opheldering van enige item in die rekeninge of oor die raad se werksaamhede te verkry en hy is geregtig op 'n verduideliking deur die raad: Met dien verstande dat die voorsitter van die vergadering gemagtig is om enige sodanige vraag buite die orde te reël as hy van mening is dat so 'n vraag nie van genoegsame belang of nie ter sake is nie.

34. Telkens as die voorsitter van 'n raad 'n geskrewe versoek ontvang wat geteken is deur vyf-en-twintig kiesers of, indien daar minder as vyf-en-sewentig name op die kieserslys verskyn, deur minstens eenderde van die totale getal kiesers in die distrik, en waarin beweer word dat dit in die belang van die meerderheid van die persone wat belastinge of heffings betaal, noodsaaklik is om 'n spesiale vergadering van sodanige persone byeen te roep, moet hy onmiddellik elke kieser wie se naam op die kieserslys van die distrik verskyn skriftelik in kennis stel dat 'n spesiale vergadering van alle kiesers in die distrik op 'n datum, tyd en plek in die kennisgewing vermeld, maar nie vroeër as een-en-twintig dae na die datum van kennisgewing nie, gehou sal word.

35. Behoudens die bepalinge van subartikel (1) van artikel honderd agt-en-sestig van die Wet en van regulasies 32 en 34, word alle kennisgewings wat deur 'n raad ingevolge hoofstuk VI van die Wet uitgereik moet word, deur die sekretaris van die raad onderteken, en enige sodanige kennisgewing wat na voorgegee word deur die sekretaris onderteken en op gesag van die raad uitgereik is, word geag op sodanige gesag uitgereik te wees tot tyd en wyl die teendeel bewys word.

36. 'n Raad vergader vir die afhandeling van sy sake op sodanige tye en plekke binne sy distrik of op sodanige ander gerieflike plek as wat by 'n raadsbesluit bepaal word: Met dien verstande dat 'n raad minstens een keer elke ses maande vergader.

time of departure to the time of return to his residence, and not exceeding in the aggregate one pound ten shillings per twenty-four hours, plus cost of travelling, which in the case of a member using his own conveyance shall be at the rate fixed from time to time for officers of the Public Service using their own conveyance. Claims, certified by the claimant and giving the expenses incurred (supported by vouchers and receipts where procurable), the time actually occupied, the distance travelled and the nature of the duties performed, shall be submitted in support of payment under this regulation.

30. A board may delegate any of its powers to committees, the committees to consist of such members of the board as it shall deem fit and any committee so formed may elect a chairman, meet, adjourn and decide all questions submitted to it in the same manner as if each committee was a board established under the provisions of the Act: Provided that all committees formed as aforesaid shall in the exercise of the powers delegated to them conform to any directive that may be imposed on them by the board and shall report to the board all decisions arrived at and the said board may alter, amend, or confirm such decisions as it may deem fit.

31. Except as otherwise provided in these regulations, the chairman of a board or in his absence the vice-chairman or in the absence of both the chairman and vice-chairman a member of the board elected by the voters at the meeting concerned shall preside at all meetings of voters of the district.

32. Within thirty days after the close of the financial year of a board, the chairman shall, by notice in writing under his hand, notify every voter whose name appears on the voters' list of the district that on a day being not less than twenty-one days from the date of notification, and at a time and place to be specified in the notice, a general meeting of all voters in the district will be convened for the purpose of submitting to the said voters a statement of the board's accounts in respect of the preceding year and giving an account of its activities during the said year.

33. At a meeting of the voters referred to in regulation 32 any person whose name is on the voters' list shall be entitled to ask any relevant questions of the board with the object of obtaining clarification of or enlightenment on any of the items appearing in the accounts or on any of the activities of the board and he shall be entitled to an explanation by the board: Provided that if the chairman of the meeting considers any of the questions to be frivolous or irrelevant he shall have the right to rule such question out of order.

34. Whenever the chairman of a board receives a written request signed by twenty-five voters or, where there are less than seventy-five names on the voters' list, by at least one-third of the total number of voters in the district, that, in the interest of the majority of the persons liable to pay rates or charges, it is necessary that a special meeting of such persons be held, he shall forthwith by notice in writing under his hand, notify every voter whose name appears on the voters' list of the district that on a day, being not less than twenty-one days from the date of notification and at a time and place to be specified in the notice, a special meeting of all voters in the district will be held.

35. Subject to the provisions of sub-section (1) of section one hundred and sixty-eight of the Act and of regulations 32 and 34, all notices required to be given by a board under Chapter VI of the Act, shall be signed by the secretary of the board and any such notice purporting to be signed by such secretary and to have been issued on the authority of the board shall, until the contrary is proved, be deemed to have been issued on such authority.

36. A board shall meet for the dispatch of business at such times and places within its district, or at such other convenient place as may be decided by resolution of the board: Provided that a board shall meet at least once in every six months.

37. Elke vergadering van 'n raad word deur die voorsitter of deur 'n amptenaar wat deur hom vir die doel benoem is, belê deur middel van 'n skriftelike kennisgewing gepos of afgelewer aan elke lid van die raad by sy gewone adres en aan die direkteur minstens tien dae voor die datum van die vergadering. In die kennisgewing moet die datum, tyd en plek van die vergadering uiteengesit word en dit moet vergesel gaan van 'n afskrif van die agenda vir die vergadering asook 'n afskrif van die notule van die vorige vergadering.

38. 'n Raad neem geen besluit betreffende 'n saak wat nie op die agenda, wat aan die kennisgewing van die vergadering geheg is, verskyn nie, tensy al die lede van die raad op die vergadering teenwoordig is.

39. 'n Raad behandel nie 'n saak wat nie op die agenda vir die vergadering verskyn nie, tensy minstens tweederdes van die lede ten gunste daarvan is dat die saak op die vergadering behandel word.

40. Indien enige lid verlang dat 'n saak op die agenda aangebring word, moet hy die sekretaris daarvan in kennis stel minstens veertien dae voor die datum van 'n vergadering van die raad wat ingevolge regulasie 36 gehou word.

41. Alle sake voor 'n raad op enige vergadering word beslis met 'n meerderheid van die stemme van die lede teenwoordig op die vergadering en in die geval van 'n staking van stemme het die voorsitter 'n beslissende stem.

42. Die name van alle lede teenwoordig op elke vergadering asook die name van die lede wat oor elke saak stem, word aangeteken in 'n notuleboek wat die sekretaris van die raad vir daardie doel aanhou.

43. Elke raad sorg dat notule gehou word, in boeke wat vir die doel verskaf word, van alle aanstellings van amptenare en werknemers deur die raad, van die name van die lede teenwoordig op elke vergadering van die raad en komitees van die raad, van alle besluite geneem deur die raad en komitees van die raad en van alle verrigtinge van vergaderings van die raad en komitees van die raad en sodanige notule word onderteken deur die voorsitter van elke vergadering van sodanige raad of komitee.

44. Sô spoedig moontlik nadat die notule van 'n raadsvergadering opgestel is, stuur die sekretaris van die raad twee afskrifte daarvan aan die direkteur en nadat genoemde notule op die eersvolgende vergadering van die raad bekragtig is, stuur hy onmiddellik nog 'n afskrif daarvan, behoorlik deur die voorsitter van die vergadering onderteken, aan die direkteur.

45. Alvorens 'n raad die lys van belasbare oppervlaktes ingevolge artikel *agt-en-tagtig* van die Wet opstel, stuur hy 'n skriftelike kennisgewing van sy voorneme om dit te doen aan elke eienaar van vaste eiendom in die distrik, plaas sodanige kennisgewing in albei amptelike tale, wesenlik volgens die bewoording van vorm 1, in 'n nuusblad of nuusblaai wat in die distrik in omloop is en versoek genoemde eienaar om opgawes op vorm 2 by die raad in te dien, wat die volgende aantoon:—

- (a) 'n Beskrywing van elke stuk van sy grond geleë in die distrik;
- (b) die grootte van elke sodanige stuk grond;
- (c) besonderhede van die transportakte waarvolgens elke sodanige stuk grond die laaste keer getransporteer is;
- (d) Sy volle name; en
- (e) wanneer toepaslik—
 - (i) die grootte van die grond by benadering wat deel uitmaak van elke stuk grond wat deur middel van waterwerke van die eienaar van sodanige grond besproei word met water van openbare strome in die distrik, ooreenkomstig bestaande regte of uit hoofde van die feit dat sodanige grond oewergrond aan sodanige strome is;
 - (ii) die grootte by benadering van bykomende grond wat die eienaar voornemens is om op elke sodanige stuk grond te besproei; en

37. Every meeting of a board shall be convened by the chairman or other officer appointed by him for the purpose by written notice sent by post or delivered to each member of the board at his usual address and to the director at least ten days before the date of such meeting. The notice shall specify the date, time and place of such meeting and shall be accompanied by a copy of the agenda to be considered thereat as well as a copy of the minutes of the previous meeting.

38. A resolution of a board shall not be passed in respect of any subject which has not been included in the agenda attached to the notice of the meeting, unless every member of the board is present.

39. No subject which has not been included in the agenda of any meeting shall be considered at that meeting unless at least two-thirds of the members are in favour of its being considered thereat.

40. Any member desiring that a subject be included in the agenda shall lodge notice with the secretary at least fourteen days before the date of a meeting of the board to be held in terms of regulation 36.

41. All questions for the consideration of a board at any meeting shall be resolved by a majority of the votes of the members present at such meeting and in the case of an equality of votes, the chairman shall have a casting vote.

42. The names of all members present, as well as the names of those voting upon each question, at each meeting, shall be recorded in a minute book to be kept by the secretary of the board for the purpose.

43. Every board shall cause minutes to be made, in books to be provided for the purpose, of all appointments of officers and servants made by the board, of the names of the members present at each meeting of the board and committees of the board, of all resolutions taken by the board and committees of the board and of all proceedings of meetings of the board and of committees of the board and such minutes as aforesaid shall be signed by the chairman of each meeting of such board or committee.

44. As soon as may be after the minutes of a board meeting have been drafted the secretary of the board shall post two copies thereof to the director and immediately after the said minutes have been confirmed at the next meeting of the board, he shall forward a further copy thereof, duly signed by the chairman of the meeting, to the director.

45. Before proceeding to prepare the schedule of rateable areas as required by section *eighty-eight* of the Act, a board shall give notice, in writing, to each owner of fixed property in the district of its intention to do so and shall publish such notice in both official languages in a newspaper or newspapers circulating in the district substantially on the lines of Form 1 and shall call upon the said owner to make returns to the board upon Form 2, specifying—

- (a) a description of every piece of his land situated in the district;
- (b) the extent of every such piece of such land;
- (c) particulars of the title deed according to which each piece of such land was last transferred;
- (d) his full name; and
- (e) where applicable—
 - (i) the approximate extent of the land forming part of each piece of land which is irrigated by means of water works belonging to the owner of such land with water from public streams in the district in terms of existing rights or by virtue of the fact that such land is riparian to such streams;
 - (ii) the approximate extent of additional land which it is proposed to irrigate in each such piece of land; and

- (iii) die grootte by benadering van die grond wat deel uitmaak van elke sodanige stuk grond wat bewerkbaar en besproeibaar is en ten opsigte waarvan belastinge ingevolge paragraaf (a) van subartikel (1) van artikel *negentig* van die Wet hefbaar is.

46. By ontvangs van die opgawes in regulasie 45 vermeld, kontroleer die raad die juistheid daarvan deur middel van werklike opmeting van die grond of op sodanige ander wyse as wat hy nodig ag, voordat die lys opgestel word.

47. (1) Die raad kondig in beide amptelike tale aan in 'n nuusblad of nuusblaai in omloop in die gebied waarop lys betrekking het dat hy 'n voorlopige lys van belasbare oppervlaktes opgestel het en dat genoemde lys vir 'n tydperk van veertien dae van 'n datum en op 'n plek of plekke in die kennisgewing vermeld, ter insae sal lê.

(2) Genoemde kennisgewing moet aandui dat aansprake en besware in verband met die lys van belasbare oppervlaktes op 'n datum, tyd en plek daarin vermeld, aangehoor en beslis sal word en op die aldus bepaalde datum, tyd en plek hoor die raad, in 'n openbare vergadering en onder voorsitterskap van die raad se voorsitter ten tye van die sitting, alle sodanige aansprake en besware aan en besluit en beslis onmiddellik daarvoor, of kan na goeddunke die sittings van tyd tot tyd verdaag na gelang hy dit nodig vind.

48. Die lys van belasbare oppervlaktes aldus deur die raad opgestel is voortaan die lys van belasbare oppervlaktes vir die distrik en bly van krag tot tyd en wyl die lys hersien is: Met dien verstande dat, behoudens die bepalings van subartikel (8) van artikel *agt-en-tagtig* van die Wet, die lys van belasbare oppervlaktes tydens enige daaropvolgende verkoping of verdeling van 'n eiendom, wat 'n belasbare oppervlakte bevat wat onder die skema val, hersien kan word: Voorts met dien verstande dat genoemde lys minstens een keer elke twee jaar hersien word en by sodanige hersienings geld die bepalings van regulasie 47 *mutatis mutandis*.

49. Enige gedrukte of skriftelike afskrif van die lys van belasbare oppervlaktes wat onderteken is deur die persoon wat op daardie tydstip voorsitter van die raad is en wat, na voorgegee word, 'n afskrif van die lys van belasbare oppervlaktes vir die betrokke distrik is, is *prima facie* bewys van sodanige lys en van die inhoud daarvan.

50. Binne dertig dae na elke heffing van belastinge of vorderings in subartikel (1) van artikel *negentig* van die Wet vermeld, stel die voorsitter van die raad of 'n amptenaar deur hom daartoe gemagtig 'n belastingelys op volgens die bepalings van artikel *een-en-negentig* van die Wet, asook 'n lys van vorderings gehef wat die name aantoon van die persone wat aanspreeklik is vir die betaling van die vorderings, wesenlik volgens die bewoording van Vorm 3 en die direkteur word van elke daaropvolgende verandering aan genoemde belastingelys of lys van vorderings verwittig binne veertien dae na sodanige verandering.

51. (1) Alle gelde wat deur of namens 'n raad ontvang word, word onverwyld in die krediet van 'n bankrekening, wat op naam van die raad geopen word, gedeponeer.

(2) Kwitansies word vir alle gelde wat ontvang is, uitgereik en die bedrag van enige kwitansie word in woorde sowel as in syfers aangedui.

(3) Kwitansievorms word genommer en in boeke gebind en word in numerieke volgorde uitgereik en gekanselleerde vorms en alle boeke van kwitansiedeurslae word bewaar.

(4) Die deurslag van elke kwitansie word gelyktydig moet die oorspronklike ingevul en inskrywings op die afdruk moet presies met dié op die oorspronklike ooreenstem.

(5) Die penningmeester bewaar alle ongebruikte kwitansievorms, seëls, kontantgeld voorhande en alle boeke van kwitansiedeurslae veilig agter slot en sleutel.

- (iii) the approximate extent of land forming part of each such piece of land which is arable and irrigable and in respect of which rates could, in terms of paragraph (a) of sub-section (1) of section *ninety* of the Act, be levied.

46. Upon receipt of the returns referred to in regulation 45, the board shall, by actual measurement of the ground or by such other means as it may deem necessary, check the accuracy of the returns before preparing the schedule.

47. (1) The board shall make known by notice in both official languages in a newspaper or newspapers circulating in the area to which such schedule relates, that it has prepared a preliminary schedule of rateable areas and that the said schedule will lie for inspection for a period of fourteen days as from a date and at a place or places to be specified in such notice.

(2) The said notice shall intimate that upon a date and at a time and place therein set forth claims and objections, in connection with the schedule of rateable areas will be heard and adjudicated upon on the day and at the time and place so notified the board, presided over by the chairman for the time being, shall at a public sitting hear all such claims and objections and the board shall then and there determine and adjudicate thereon, or may at its discretion adjourn the sittings from time to time as the board may deem necessary.

48. The schedule of rateable areas thus prepared by the board shall thenceforth be the schedule of rateable areas for the district and shall continue in force until the schedule has been revised: Provided that, subject to the provisions of sub-section (8) of section *eighty-eight* of the Act, the schedule of rateable areas may be revised at any subsequent sale or division of property containing any rateable area falling under the scheme: Provided further that the said schedule shall be revised at least once in every two years and for the purpose of such revisions the provisions of regulation 47 shall *mutatis mutandis* apply.

49. Any printed or written copy of the schedule of rateable areas signed by the chairman of the board for the time being and purporting to be a copy of the schedule of rateable areas for the district concerned shall be *prima facie* evidence of such schedule and of the contents thereof.

50. Within thirty days after each assessment of rates or charges referred to in sub-section (1) of section *ninety* of the Act, the chairman of the board or any officer deputed thereto by him, shall prepare in accordance with the provisions of section *ninety-one* of the Act an assessment roll and a list of charges assessed, showing the names of the persons liable to pay such charges, substantially on the lines of Form 3 and any subsequent alteration in the said assessment roll or list of charges must be notified to the director within fourteen days after such alteration.

51. (1) All Moneys received by or on behalf of a board shall be deposited forthwith to the credit of a banking account which shall be opened in the name of such board.

(2) Receipts shall be issued for all moneys received and the amount of any receipt shall be written in words as well as figures.

(3) Receipt forms shall be numbered and bound in books and shall be issued in their consecutive numerical order and cancelled forms and all books of carbon copies of receipts shall be preserved.

(4) The carbon copy of every receipt shall be filled in at the same time as the original and the entries in the carbon copy shall correspond accurately with those of the original.

(5) The treasurer shall keep safely under lock and key all unused receipts, forms, stamps, cash on hand and all books of carbon copies of receipts.

52. Alle uitbetalings, insluitende die terugbetaling van die kleinkasrekening in regulasie 60 vermeld, word deur middel van tjeks betaal wat op die raad se bankrekening getrek word en word onderteken deur die penningmeester en die voorsitter of 'n ander lid wat vir hierdie doel by wyse van 'n raadsbesluit benoem is.

53. (1) Behoudens die bepalings van artikel drie-en-negentig van die Wet, word alle betalings, voorskotte, vaste deposito's en bankoortrekkings of lenings gemagtig deur of 'n algemene of 'n spesiale besluit van die raad en daar word nie van sodanige raadsbesluit afgewyk nie; tensy die raadsbesluit deur 'n spesiale raadsbesluit herroep of gewysig word.

(2) Die aanstelling van amptenare of werknemers van 'n raad, of enige verandering van die salarisse, lone, toelaes, voorregte of diensvoorwaardes ten opsigte van sodanige amptenare of werknemers is nie geldig nie, tensy dit by wyse van 'n raadsbesluit goedgekeur word.

54. Die penningmeester verseker dat volledige en voldoende kwitansies of bewyse verkry word ter staving van elke betaling wat gedoen word, dat kwitansies of bewyse behoorlik geseël is volgens wetsvereistes en dat dit in volgorde van betaling gebêre word.

55. Wanneer omstandighede die gebruik van die kerfstokstelsel noodsaaklik maak, of enige soortgelyke stelsel van betaling wat ontwerp is om te voldoen aan die vereistes van ongeletterde persone of persone met 'n verstandelike of liggaamlike gebrek, is dit nie nodig om die handtekenings of merke van sodanige persone te verkry nie: Met dien verstande dat, benewens die persoon wat die betaling doen, 'n lid van die raad tydens die betaling teenwoordig moet wees en dat hy op die bewysstukke moet sertifiseer dat die persone wie se name daarop voorkom, die bedrae wat teenoor hul onderskeie name voorkom in sy teenwoordigheid betaal is; die sertifikaat moet die getal persone betaal en die totale bedrag wat betaal is, meld en word daarna ook onderteken deur die persoon wat die betaling gedoen het.

56. (1) Die penningmeester is verantwoordelik vir die noukeurige ondersoek van alle eise ten einde te verseker dat dit in orde is alvorens dit betaal word, asook vir die akkuraatheid van alle berekenings en vir die versekering dat alle vorderings ingevolge 'n tarief of 'n kontrak ooreenkomstig sodanige tarief of kontrak is.

(2) Indien genoemde penningmeester toelaat of gelas dat enige betaling sonder behoorlike magtiging gedoen word of op nalatige wyse toelaat of gelas dat enige oorbetalings gedoen word, is hy persoonlik aanspreeklik vir die bedrag wat foutief betaal is.

57. Behoudens die bepalings van enige kontrak of ooreenkoms word geen betaling ten opsigte van goedere of dienste gedoen nie, alvorens die goedere werklik ontvang is of die dienste werklik gelewer is.

58. Wanneer 'n salaris of ander betaling wat aan iemand verskuldig is, namens hom deur 'n ander persoon opgeëis word, moet 'n behoorlik verlyde volmag verstrekk word en die penningmeester is aanspreeklik vir enige bedrag wat betaal is aan 'n persoon wat nie daarop geregtig was nie.

59. (1) Alle bewysstukke ten opsigte van gelewerde dienste moet die tydperk waartydens die diens gelewer is, aantoon, asook die datum van betaling en die tydperk aldus aangedui, sluit beide die eerste en die laaste dag wat genoem word in, tensy die teendeel uitdruklik verklaar word.

(2) Alle bewysstukke ten opsigte van goedere wat verskaf is, moet die hoeveelheid en waarde van die verskafte goedere aantoon, asook die datum van betaling en, as 'n voorraadboek soos in regulasie 75 vermeld gehou word, moet 'n verwysing na die inskrywing in sodanige boek verstrekk word.

60. (1) Ten einde die betaling van klein rekenings te vergemaklik, kan 'n raad die penningmeester magtig om 'n kleinkasrekening te open vir sodanige bedrag, maar nie meer as tien pond nie, as wat die raad voorskryf: Met dien verstande dat geen enkele betaling van meer as vyf pond uit sodanige rekening gedoen word nie.

52. All disbursements, including the re-imbursement of the petty cash account referred to in regulation 60, shall be paid by cheques drawn on the board's banking account which shall be signed by the treasurer and the chairman or other member appointed for this purpose by resolution of the board.

53. (1) Subject to the provisions of section ninety-three of the Act, all payments, advances, fixed deposits and bank overdrafts or loans shall be authorised either by general or by special resolution of the board and such resolution shall not be departed from unless rescinded or amended by special resolution of the board.

(2) The appointment of officers or servants of the board, or any change in salaries, wages, allowances, privileges or conditions of employment applicable to such officers or servants shall not be valid unless approved by resolution of the board.

54. The treasurer shall ensure that full and sufficient receipts or vouchers for every payment made are obtained and that receipts or vouchers are properly stamped, if so required by law, and are filed in the order of payment.

55. Whenever circumstances necessitate the use of the "tally system" or any similar system of payment designed to meet the needs of illiterate persons or of mentally or physically affected persons, the signatures or marks of such persons may be dispensed with: Provided that in addition to the person effecting the payment, there shall be present a member of the board at the time payment is made and he shall certify on the vouchers that the persons named therein were paid in his presence the amounts stated opposite their respective names, the number of persons paid and the total amount paid, whereafter the person who effected the payment shall also append his signature to the said certificate.

56. (1) The treasurer shall be responsible for scrutinizing all claims to ensure that they are in order before making payments, also for the accuracy of all calculations and for ensuring that all charges under tariff or contract are in accordance with such tariff or contract.

(2) Where the said treasurer allows or directs any payment to be made without proper authority, or negligently allows or directs any excess payment to be made, he shall be held personally responsible for the amount wrongly disbursed.

57. Unless provided for in any contract or agreement, no payment for goods or services shall be made until the goods have been actually received or the services have been actually rendered.

58. Whenever any salary or other payment due to any person is claimed on his behalf by any other person, a properly executed power of attorney shall be produced and the treasurer shall be held responsible for any amount which is found to have been paid to a person not entitled to receive such amount.

59. (1) All vouchers in respect of services rendered shall indicate the period during which the service was rendered and the date of payment and, in stating the period, the first and last day specified shall both be considered to be included unless the contrary is expressly stated.

(2) All vouchers in respect of goods supplied shall indicate the quantity and value of goods supplied, the date of payment and, where a stock-book referred to in regulation 75 is kept, a reference to the stock-book entry.

60. (1) A board may authorise its treasurer to open a petty cash account for such amount, not exceeding ten pounds, as it may direct, to facilitate the payment of small accounts: Provided that no individual payment amounting to more than five pounds shall be paid from such account.

(2) Onder spesiale omstandighede, kan 'n raad met die vooraf verkreeë goedkeuring van die direkteur en onderworpe aan sodanige voorwaardes en beperking as wat hy oplaë, die penningmeester magtig om op 'n kontantvoorskot te werk en sodanige voorskot word maandeliks aangevul na die voorlegging van bewyse ter staving van alle betalings gedurende die maand gedoen.

61. Wanneer 'n salaris vir 'n tydperk van 'n gedeelte van 'n maand bereken word, word die maandelikse salaris gedeel deur die getal dae in die betrokke maand en die resultaat vermenigvuldig met die getal dae in die betrokke tydperk: Met dien verstande dat, as so 'n tydperk gedurende een maand begin en gedurende 'n ander maand eindig, die bedrag betaalbaar afsonderlik bereken word vir die gedeelte van sodanige tydperk in elke maand, en wanneer die tydperk genoem word, word die eerste en laaste dag ingesluit, tensy die teendeel uitdruklik verklaar word.

62. So spoedig moontlik na die einde van 'n raad se boekjaar soos in regulasie 72 vermeld, stel die raad se penningmeester 'n uittreksel op van alle ontvangste en uitbetalings van die raad gedurende die vorige jaar, volgens die bewoording van Vorm 4, gewysig om aan die vereistes van die besondere raad te voldoen.

63. (1) Die aanvangsaldo van enige rekening moet sonder uitsondering met die slotsaldo van die betrokke vorige rekening ooreenkom, selfs al sou dit sedertdien as gevolg van ouditering of andersins geblyk het dat sodanige slotsaldo foutief was.

(2) Enige fout in die slotsaldo word herstel deur middel van inskrywings met paslike beskrywings in die volgende jaarlikse rekenings, tensy dit reggestel word deur die opstel van 'n gewysigde rekening vir die betrokke jaar ter vervanging van die rekening wat oorspronklik opgestel is.

(3) Alle inskrywings in enige jaarlikse rekening, uitgesonderd aanvang- en slotsaldo's, moet deur bewysstukke en kwitansiedeurslae in verband met gelde ontvang, gestaaf word.

64. (1) Bewysstukke ten opsigte van belastinge en vorderings wat geën is word volgens die bewoording van Vorm 5 opgestel.

(2) Enige belastinge of vorderings wat as onverhaalbaar afgeskryf is, moet gestaaf word deur 'n lys wat volle besonderhede van die afgeskrewe items weergee met 'n beknopte verduideliking teenoor elke item van die redes waarom dit as onverhaalbaar beskou word en deur 'n afskrif van die raadsbesluit wat magtiging daartoe verleen dat die belastinge of vorderings aldus afgeskryf word.

65. (1) Stortings in die reserwefonds soos vermeld in subartikel (3) van artikel *ses-en-negentig* van die Wet genoem en onttrekkings daaruit word aangetoon op 'n lys volgens die bewoording van Vorm 6.

(2) Indien enige van die items op Vorm 4 soos in regulasie 62 genoem, deur meer as een bewysstuk gestaaf word, word sodanige bewysstukke agtereenvolgend genommer en op 'n lys volgens die bewoording van Vorm 7 aangetoon.

(3) Bewysstukke ter staving van ander ontvangste as dié ten opsigte van belastinge en vorderings word op 'n soortgelyke lys as vorm 8, gewysig indien nodig om aan besondere omstandighede te voldoen, aangegee.

(4) Bewysstukke ter staving van die betaling van salarisse, lone en toelaes word volgens die bewoording van Vorm 9 opgestel.

(5) 'n Bewysstuk ter staving van die slotsaldo word volgens die bewoording van Vorm 10 opgestel.

66. Die vorms en bewysstukke in regulasies 62 tot 65 genoem, word binne een kalendermaand na die einde van die betrokke boekjaar ingevul en word voorgelê tydens die eerste raadsvergadering nadat hulle ingevul is, of tydens 'n verdagting van sodanige vergadering, tesame met 'n staat van bates en laste op die laaste dag van die boekjaar, en 'n staat van alle kontrakte aangegaan of van krag gedurende die boekjaar; die staat van bates en laste word volgens die bewoording van Vorm 11 opgestel.

(2) A board may in special circumstances, with the prior approval of the director and subject to such conditions and limit as may be laid down by him, authorise its treasurer to operate a cash imprest, which imprest shall be re-imbursed monthly on the production of vouchers covering all payments made during the month.

61. In calculating a salary for a broken period of a month, the monthly salary shall be divided by the number of days in the month in question and the result multiplied by the number of days in the broken period: Provided that should a broken period commence during one month and terminate during another, the amount payable shall be separately calculated for the part of such period in each broken month and in stating the period, the first and last days shall be taken to be included unless the contrary is expressly stated.

62. As soon as may be after the end of a board's financial year, referred to in regulation 72, the treasurer of the board shall prepare an abstract of all receipts and payments of the board during the preceding year on the lines of Form 4, modified to suit the requirements of the particular board.

63. (1) The opening balance of any account shall invariably agree with the closing balance of the relative previous account, even though it may have been subsequently discovered in the course of audit or otherwise that such closing balance was erroneous.

(2) Any error in the closing balance shall be rectified by suitably described entries in the next yearly accounts, unless rectified by the preparation of an amended account for the year in question to be substituted for the account originally prepared.

(3) All entries in any yearly account other than opening and closing balances shall be duly supported by vouchers and carbon copies of receipts in regard to moneys received.

64. (1) In the case of rates and charges collected the vouchers shall be prepared on the lines of Form 5.

(2) Any rates or charges written off as irrecoverable shall be supported by a detailed list of items thus written off, with a brief explanation against each item of the reasons for which it is deemed to be irrecoverable and by a copy of the resolution of the board authorising such rates or charges to be thus written off.

65. (1) Deposits to the reserve fund referred to in subsection (3) of section *ninety-six* of the Act and withdrawals therefrom shall be listed on the lines of Form 6.

(2) Where any of the items on Form 4 referred to in regulation 62 is supported by more vouchers than one, such vouchers shall be numbered consecutively and listed on the lines of Form 7.

(3) Vouchers in support of receipts other than for rates and charges shall be listed on a form similar to Form 8, modified where necessary to suit the requirements of the case.

(4) Vouchers for the payment of salaries, wages and allowances shall be prepared on the lines of Form 9.

(5) A voucher in support of the closing balance shall be prepared on the lines of Form 10.

66. The forms and vouchers referred to in regulations 62 to 65 shall be completed within one calendar month from the end of the financial year in question and shall be produced at the first meeting of the board after they have been completed or at some adjournment thereof, together with a statement of assets and liabilities on the last day of the financial year and a statement of all contracts entered into or in existence during the financial year; the statement of assets and liabilities to be prepared on the lines of Form 11.

67. (1) Vervolgens ondersoek en oorweeg die raad die rekeninge en indien hulle juis bevind word, word hulle deur die raad goedgekeur en dienooreenkomstig deur die voorsitter gesertifiseer.

(2) Indien beswaar teen enige item of items in die rekeninge gemaak word, stel die voorsitter van die raad onverwyld die raad se ouditeur en die direkteur in kennis daarvan en hy verwittig die direkteur watter stappe, indien wel, gedoen is om die saak reg te stel.

68. Onmiddellik nadat die rekeninge ingevolge regulasie 67 deur die raad oorweeg is, stuur die raad die jaarlikse rekening, opgestel volgens die vorm voorgeskryf in regulasie 62 en geteken deur die voorsitter ingevolge regulasie 67, aan die raad se ouditeur vir ouditering, tesame met alle oorspronklike bewysstukke ter staving van die onderskeie inskrywings, afskrifte van die vereiste besluite ingevolge regulasies 52 en 53, 'n staat van bates en laste aan die einde van die boekjaar, 'n rekonsiliasie van die bank- en kasboeksaldo's soos in regulasie 65 (5) bepaal, 'n lys van die raad se kontrakte en sodanige ander dokumente as wat die raad se ouditeur mag nodig hê.

69. Binne een kalendermaand nadat hy die dokumente soos in regulasie 68 genoem, ontvang het, stuur die raad se ouditeur al genoemde dokumente, behoorlik geouditeer, aan die direkteur, tesame met 'n sertifikaat dat die raad se rekeninge deeglik nagesien is, dat alle bewysstukke voorgelê en in orde bevind is en dat, sover vasgestel kon word, die bepalings van regulasies 51 tot 68 nagekom is: Met dien verstande dat, as genoemde ouditeur nie sodanige sertifikaat kan verstrek nie, hy 'n gekwalifiseerde sertifikaat verstrek met vermelding van redes en verduidelikings waarom hy nie in staat is om die voorgeskrewe sertifikaat te verstrek nie.

70. Indien die direkteur daarvan oortuig is dat die raad se rekeninge behoorlik gehou is en dat al die betrokke regulasies nagekom is, onthef hy sodanige rekeninge en verwittig die raad skriftelik dienooreenkomstig.

71. Elke raad stel 'n ouditeur aan vir die ouditering van die raad se rekeninge, soos voorgeskryf in regulasies 68 en 69, en sodanige ouditeur moet ingevolge die bepalings van die Wet op Openbare Rekenmeesters en Ouditeurs, 1951, as 'n rekenmeester en ouditeur geregistreer wees, tensy die aanstelling deur 'n raad van 'n ouditeur wat nie aldus geregistreer is nie deur die Minister gemagtig is kragtens paragraaf (iv) van die voorbehoudsbepaling by artikel twee-en-twintig van genoemde Wet op Openbare Rekenmeesters en Ouditeurs, 1951.

72. Die boekjaar van 'n raad eindig of op 30 Junie of op 31 Desember, al na die raad besluit: Met dien verstande dat 'n raad, op versoek van die direkteur wanneer hy dit nodig ag, die state soos in regulasies 62 tot 69 vereis, opstel en stappe doen ten opsigte van enige tydperk wat deur die direkteur bepaal word.

73. (1) Uitwissing of verandering van letters of syfers op enige kwitansie, bewysstuk, teenblad, rekening, staat, kasboek, grootboek of registers word nie toegelaat nie.

(2) Wanneer 'n verbetering nodig is, word die foutiewe inskrywing in ink deurgehaal, sodat dit ná deurhaling nog leesbaar is en word die korrekte inskrywing bo of langs die deurgehaalde inskrywing gedoen en geparafeer deur die persoon wat die verandering aanbring.

(3) Enige surpluskontant word onmiddellik in rekening gebring.

(4) Alle bewysstukke en rekeninge word met ink uitgeskryf.

(5) Die penningmeester sorg dat alle ontvangste en uitbetalings so spoedig moontlik nadat dit ontvang en gedoen word, in rekening gebring en in die raad se boeke aangeteken word en die kasboek word daagliks bygeskryf.

(6) 'n Breuk van 'n pennie word nie by die totaal van enige rekening ingesluit nie.

74. (1) Amptenare en lede van 'n raad mag nie privaatgeld hou in enige brandkas waarin boeke, registers of kontantgeld van die raad gehou word nie.

67. (1) The accounts shall then be examined and considered by the board and if they have been found correct they shall be allowed by the board and certified accordingly by the chairman.

(2) If any exception is taken to any item or items in the accounts, the matter shall forthwith be reported to the board's auditor and to the director by the chairman of the board, who shall also advise the director what steps, if any, have been taken to effect an adjustment.

68. Immediately after the accounts have been considered by the board as provided for in regulation 67, the board shall forward to its auditor for audit purposes the yearly account on the form specified in regulation 62 bearing the signature of the chairman as provided for in regulation 67, together with all original vouchers in support of the respective entries, copies of the resolutions required in terms of regulations 52 and 53, a statement of assets and liabilities at the close of the financial year, a reconciliation of the bank and cash-book balances as provided in regulation 65 (5), a list of the board's contracts and such other documents as the board's auditor may require.

69. Within one calendar month after having received the documents referred to in regulation 68, the board's auditor shall submit all the said documents duly audited, to the director, accompanied by a certificate to the effect that the accounts of the board had been thoroughly checked, that all vouchers had been produced and found to be in order and that, as far as could be ascertained, the provisions of regulations 51 to 68 had been complied with: Provided that, if such auditor is unable to furnish such certificate, he shall submit a qualified certificate with reasons and explanations why he is unable to furnish the prescribed certificate.

70. If the director is satisfied that the board's accounts have been properly kept and that all the relative regulations have been complied with, he shall discharge such accounts and advise the board thereof in writing.

71. Every board shall appoint an auditor for the purpose of auditing its accounts, as prescribed in regulations 68 and 69, and such auditor shall be registered as an accountant and auditor in terms of the Public Accountants' and Auditors' Act, 1951, unless the appointment by a board of an auditor who is not thus registered has been authorised by the Minister in terms of paragraph (iv) of the proviso to section twenty-two of the said Public Accountants and Auditors Act, 1951.

72. The financial year of a board shall, as the board may decide, end on either the 30th June or the 31st December: Provided that a board shall, at the request of the director whenever he deems it necessary, prepare the statements and take the steps required in regulations 62 to 69 in respect of any period stipulated by the director.

73. (1) Erasures or alterations of letters or figures on any receipt, voucher, counterfoil, account, statement, cash-book, ledger or registers are not allowed.

(2) Where a correction is necessary the incorrect entry shall be ruled through in ink so as to leave it legible although cancelled and the correct entry shall be written above or alongside the cancelled one and initialled by the person making the alteration.

(3) Any surplus cash shall be taken on charge immediately.

(4) All vouchers and accounts shall be written in ink.

(5) The treasurer shall ensure that all receipts and payments made are brought to account and passed through the books of the board as soon as possible after they are received or made and the cash-book shall be written-up daily.

(6) No fractional part of a penny shall be included in the total of any account.

74. (1) Officials or members of a board shall not keep any private money in any safe wherein the books, records or cash belonging to the board are kept.

(2) Geen amptenaar of lid van 'n raad mag privaatgeld in die raad se bankrekening deponeer nie en geen geld van 'n raad mag in 'n privaatbankrekening betaal word nie.

75. (1) Die penningmeester van 'n raad hou 'n kasboek, 'n joernaal en 'n grootboek, asook 'n register van vaste eiendom, en alle titelbewyse word in die raad se bank bewaar.

(2) Wanneer dit nodig is dat 'n raad 'n voorraad benodigdhede hou, word 'n voorraadboek gehou om alle benodigdhede wat in voorraad ontvang of uitgereik word, aan te toon.

(3) Geen verliese van of tekorte in voorrade word afgeskryf of teen 'n oorskot in teenrekening gebring nie sonder die spesiale goedkeuring van die raad deur middel van 'n raadsbesluit.

76. Elke raad hou 'n behoorlike lusseerstelsel ten opsigte van alle briefwisseling aan en deur die raad.

77. Wanneer enige persoon ingevolge artikel *sewe-en-negentig* van die Wet by die raad aansoek doen dat 'n serwituut of reg wat nie teen 'n titelbewys geregistreer is nie, by die raad aangeteken word, dien hy sy aansoek skriftelik by die raad in met vermelding van volle besonderhede van die serwituut of reg waarop hy aanspraak maak.

78. Binne een kalendermaand nadat die raad 'n aansoek soos in regulasie 77 genoem, ontvang het, publiseer hy 'n kennisgewing in die *Staatskoerant* met vermelding van volle besonderhede van die serwituut of reg waarop aanspraak gemaag word en stel hy alle eienaars van vaste eiendom in die distrik skriftelik daarvan in kennis met die versoek dat hulle binne drie maande na die datum van die publikasie van die kennisgewing enige beswaar teen die aantekening van genoemde serwituut of reg moet indien.

79. Die volgende regulasies word hierby herroep:—

(1) Die regulasies afgekondig by Goewermentskennisgewing No. 1692 van 9 Desember 1912, soos gewysig by Goewermentskennisgewings Nos. 1271 van 28 September 1917, 509 van 14 Maart 1947 en 1161 van 4 Junie 1948.

(2) Die regulasies afgekondig by Goewermentskennisgewing No. 1692 van 9 Desember 1912, soos gewysig by Goewermentskennisgewings Nos. 2212 van 2 Desember 1920, 991 van 14 Julie 1933, 889 van 29 Junie 1934, 402 van 28 Februarie 1947 en 1160 van 4 Junie 1948.

(3) Die regulasies afgekondig by Goewermentskennisgewing No. 458 van 24 Maart 1914.

(2) No officer or member of a board shall deposit any private monies in the board's banking account and any monies belonging to a board shall not be paid into a private banking account.

75. (1) The treasurer of a board shall keep a cash-book, a journal and a ledger, as well as a register of immovable property and all title deeds shall be lodged with the board's bank.

(2) Where it is necessary that a board should maintain a stock of stores, a stock-book shall be kept, showing all stores received into or issued from stock.

(3) No losses or deficiencies in stores shall be written off or set off against surplus without the special approval of the board conveyed by resolution.

76. Every board shall maintain a proper system of filing of all correspondence by or to the board.

77. Whenever in terms of section *ninety-seven* of the Act any person applies to have a servitude or right, not registered against title, recorded with a board, he shall submit his application in writing to the board, setting forth full particulars of the servitude or right claimed by him.

78. Upon receipt of an application referred to in regulation 77, a board shall within one calendar month thereafter publish in the *Gazette* a notice setting forth full particulars of the servitude or right claimed and shall notify in writing all owners of fixed property in the district thereof, calling upon them to raise any objection to the recording of the said servitude or right within a period of three months of the date of publication of the said notice.

79. The following regulations are hereby repealed:—

(1) The regulations published under Government Notice No. 1692, dated 9th December, 1912, as amended by Government Notices No. 1271, dated 28th September, 1917, No. 509, dated 14th March, 1947, and No. 1161, dated 4th June, 1948.

(2) The regulations published under Government Notice No. 1692, dated 9th December, 1912, as amended by Government Notices No. 2212, dated 2nd December, 1920, No. 991, dated 14th July, 1933, No. 889, dated 29th June, 1934, No. 402, dated 28th February, 1947 and No. 1160, dated 4th June, 1948.

(3) The regulations published under Government Notice No. 458, dated 24th March, 1914.

-BESPROEIINGSDISTRIK.

VORM 1.

KENNISGEWING VAN VOORNEME OM 'N LYS VAN BELASBARE OPPERVLAKTES OP TE STEL. (Regulasie No. 45.)

Hierby word bekendgemaak dat die _____-besproeiingsraad voornemens is om 'n lys van belasbare oppervlaktes ingevolge artikel *agt-en-tagtig* van die Waterwet, No. 54 van 1956, op te stel.

Elke eienaar van vaste eiendom in genoemde besproeiingsdistrik word dus hierby versoek om voor of op _____ 'n opgawe, volgens Vorm 2, wat die sekretaris van genoemde besproeiingsraad op versoek sal verskaf, van alle besproeibare en besproeide oppervlaktes van alle eiendomme van sodanige eienaar by genoemde sekretaris in te dien.

Sekretaris.

-besproeiingsraad.

IRRIGATION DISTRICT.

FORM 1.

NOTICE OF INTENTION TO PREPARE A SCHEDULE OF RATEABLE AREAS. (Regulation No. 45.)

Notice is hereby given that the _____ Irrigation Board intends to prepare a schedule of rateable areas in accordance with section *eighty-eight* of the Water Act, No. 54 of 1956.

Every owner of fixed property within the said irrigation district is therefore hereby called upon to submit to the secretary of the said irrigation board on or before _____ a return, on Form 2, which will be supplied by the secretary on request, of all irrigable and irrigated areas of all the properties of such owner.

Secretary.

Irrigation Board.

-BESPROEINGSDISTRIK.

OPGAWE VAN BESPROEIBARE EN BESPROEIDE OPPERVLAKTES.
(Regulasie No. 45.)

Ek, die ondergetekende, eienaar van die plaas _____, in die _____ besproeiingsdistrik, verklaar dat, na my beste wete, die volgende inligting ten opsigte van die besproeibare en besproeide oppervlaktes van my plaas waar en juis is:—

- (a) Beskrywing van eiendom _____
 (b) Grootte van eiendom _____
 (c) Nommer en datum van transportakte _____
 (d) Volle naam van eienaar _____
 (e) Wanneer toepaslik:—
 (i) Die omvang van die grond by benadering wat deel uitmaak van elke stuk grond wat deur middel van waterwerke van die eienaar van sodanige grond besproei word met water van openbare strome in die besproeiingsdistrik, ooreenkomstig bestaande regte of uit hoofde van die feit dat sodanige grond oewergrond aan sodanige strome is _____
 (ii) die omvang by benadering van bykomstige grond wat die eienaar voornemens is om op elke sodanige stuk grond te besproei _____
 (iii) die omvang by benadering van die grond wat deel uitmaak van elke sodanige stuk grond wat bewerkbaar en besproeibaar is en ten opsigte waarvan belastinge ingevolge paragraaf (a) van subartikel (1) van artikel *negentig* van die Wet hefbaar is _____

Die raad mag bogemelde inligting gebruik met die opstel van die lys van belasbare oppervlaktes maar moet deur middel van werklike opmeting van die grond of op sodanige ander wyse as wat hy nodig ag die juistheid van die gegewens vasstel, alvorens hy die lys opstel.

Geteken _____
 _____ 19 _____

IRRIGATION DISTRICT.

RETURN OF IRRIGABLE AND IRRIGATED AREAS.
(Regulation No. 45.)

I, the undersigned, being the owner of the farm _____, within the _____ Irrigation District, declare that, to the best of my knowledge and belief, the following information in regard to irrigable and irrigated areas of my farm is true and correct:—

- (a) Description of property _____
 (b) Extent of property _____
 (c) Number and date of Deed of Transfer _____
 (d) Full name of owner _____
 (e) Where applicable:—
 (i) The approximate extent of the land forming part of each piece of land which is irrigated by means of water works belonging to the owner of such land with water from public streams in the irrigation district in terms of existing rights or by virtue of the fact that such land is riparian to such streams _____
 (ii) The approximate extent of additional land which it is proposed to irrigate in each such piece of land _____
 (iii) The approximate extent of land forming part of each such piece of land which is arable and irrigable and in respect of which rates could, in terms of paragraph (a) of sub-section (1) of section *ninety* of the Act, be levied _____

The above information may be used by the board in preparing the schedule of rateable areas but the board shall, by actual measurement of the ground or by other means which it may consider necessary, check the accuracy thereof before preparing the schedule.

Signed _____
 _____ 19 _____

-BESPROEINGSRAAD.

BELASTINGLYS EN LYS VAN VORDERINGS.
(Regulasie No. 50.)

Naam van persoon aanspreeklik vir betaling van belasting van vordering.	Eiendom ten aansien waarvan belasting of vordering gehef word.	Getal morges van belasbare oppervlakte of hoeveelheid water verskaf.	Belasting of Vordering gehef.	Verskuldigde bedrag.	Opmerkings.

 _____ Voorsitter.
 _____ 19 _____

IRRIGATION BOARD.

FORM 3.

ASSESSMENT ROLL AND LIST OF CHARGES.

(Regulation No. 50.)

Name of Person liable to pay Rates or Charges.	Property in respect of which a Rate or a Charge is levied.	Number of Morgen in the Rateable Area or Quantity of Water supplied.	Rate or Charge Assessed.	Amount Due.	Remarks.

Chairman.

19

VORM 4.

BESPROEIJINGSRAAD.

(Regulasie No. 62.)

UITTREKSEL VAN ONTVANGSTE EN UITGAWES VIR DIE JAAR GEËINDIG

19

Ontvangste.	Bedrag.	Uittreksel-nommer.	Uitgawes.	Bedrag.
	£ s. d.			£ s. d.
Aan—			Per—	
Saldo.....				
Belastings.....		1	Salarisse.....	
Vorderings.....		2	Lone.....	
Staatslenings.....		3	Aflossing van Staatslening.....	
Verkoop van eiendom.....		4	Aflossing van privaatlening.....	
Rente.....		5	Rente.....	
		6	Installasie en materiaal.....	
		7	Vervoer en spoorvrag.....	
		8	Drukwerk, advertensies en skryfbehoeftes	
		—	Saldo.....	
TOTAAL.....£			TOTAAL.....£	

Ek verklaar dat die staat hierbo na my beste wete waar en juis is.

Penningmeester.

In my teenwoordigheid geteken op

19

Deur die raad ondersoek en goedgekeur op

19, ingevolge Regulasie No. 67.

Voorsitter.

IRRIGATION BOARD.

(Regulation No. 62.)

ABSTRACT OF RECEIPTS AND EXPENDITURE FOR THE YEAR ENDED

19

Receipts.	Amount.			Number of Abstract.	Expenditure.	Amount.		
	£	s.	d.			£	s.	d.
To—					By—			
Balance.....					Salaries.....			
Rates.....				1	Wages.....			
Charges.....				2	Government Loan repaid.....			
Government Loans.....				3	Private Loan repaid.....			
Sale of Property.....				4	Interest.....			
Interest.....				5	Plant and Materials.....			
				6	Transport and Railage.....			
				7	Printing, Advertising and Stationery...			
				8	Balance.....			
TOTAL.....£					TOTAL.....£			

I certify that, to the best of my knowledge and belief, the above statement is true and correct.

Treasurer.

Signed in my presence on

19

Examined and passed by the Board this _____ day of _____ 19____, in terms of Regulation No. 67.

Chairman.

VORM 5.

-BESPROEIJINGSRAAD.

(Regulasie No. 64.)

STAAT VAN BELASTINGS EN VORDERINGS GEHEF EN ONTVANG GEDURENDE DIE JAAR GEËINDIG

19

EN UITSTAANDE SALDO'S.

Tydperk ten opsigte waarvan belasting of vordering gehef word. (1)	Oppervlakte waarop belasting gehef word of hoeveelheid water waarop vordering gehef word.	Belasting of vordering.	Uitstaande saldo op 19	Bedrag van belasting of vordering gehef.	Totaal.	Bedrag ontvang.	Bedrag as onverhaalbaar afgeskryf.	Uitstaande saldo op 19	Totaal.
						(2)	(3)		
Belastings...									
Totaal van belastings.									
Vorderings...									
Totaal van vorderings									
Totaal van belastings en vorderings									

Ek verklaar dat bostaande ooreenkom met die belastingslys en lys van vorderings en met die boeke van die raad.

Penningmeester.

19

Let wel.—(1) 'n Afsonderlike folio word in die grootboek vir elke belasting of vordering wat gehef word, gebruik en elke heffing word afsonderlik op hierdie vorm verantwoord.

(2) 'n Uitvoerige staat van rekening wat ontvang is, moet verskyn in onderstaande vorm.

(3) Sien Regulasie 64.

UITVOERIGE STAAT VAN BELASTINGS EN VORDERINGS ONTVANG GEDURENDE DIE JAAR GEËINDIG

19

Datum.	Kwitansiënommer	Van wie ontvang.	Tydperk ten opsigte waarvan belastinge of vorderings ontvang is.	Bedrag (belastinge).	Bedrag (vorderings).	Opmerkings.
				£ s. d.	£ s. d.	

Let wel.—Ontvangste ten opsigte van elke tydperk word afsonderlik aangegee.

Penningmeester.
19

FORM 5.

IRRIGATION BOARD

(Regulation No. 64.)

STATEMENT OF RATES AND CHARGES LEVIED AND RECEIVED DURING THE YEAR ENDED
19
AND OF BALANCES OUTSTANDING.

Period for which Rate or Charge is levied.	Area on which Rate is levied or Quantity of Water on which Charge is levied.	Rate or Charge.	Balance outstanding on 19	Amount of Rate or Charge levied.	Total.	Amounts received.	Amounts written off as irrecoverable.	Balance outstanding on 19	Total.
(1)						(2)	(3)		
Rates.....									
Total Rates.									
Charges....									
Total Charges..									
Total Rates and Charges..									

I hereby certify that the above is in accordance with the Assessment Roll and list of charges and with the books of the board.

Treasurer.
19

N.B.—(1) A separate folio should be opened in the ledger for each rate or charge levied, and each levy should be accounted for separately on this form.

(2) A detailed statement of accounts received should be given in the form given below.

(3) Vide Regulation 64.

DETAILED STATEMENT OF RATES AND CHARGES RECEIVED DURING THE YEAR ENDED

19

Date.	No. of Receipt.	From whom received.	Period for which Rates or Charges received.	Amount (Rates).	Amount (Charges)	Remarks.
				£ s. d.	£ s. d.	

N.B.—The receipts for each period should be shown separately.

Treasurer.
19

VORM 6.

-BESPROEIHINGSRAAD.

(Regulasie No. 65.)

STORTINGS IN EN ONTTREKKINGS UIT RESERWEFONDS GEDURENDE DIE JAAR GEEÏNDIG

19

Saldo op 19 £ s. d.

Plus bedrag gedeponeer van 19 tot 19, synde

per morg op morg £

Min onttrekkings gemagtig volgens Direkteur van Waterwese se diensbriewe—

No. gedateer

No. gedateer

No. gedateer

Saldo op 19 £

Penningmeester.

19

FORM 6.

IRRIGATION BOARD.

(Regulation No. 65.)

DEPOSITS TO AND WITHDRAWALS FROM RESERVE FUND DURING THE YEAR ENDED

19

Balance as at 19 £ s. d.

Plus amount deposited from 19 to 19

being per morgen on morgen

Less withdrawals authorised in the Director of Water Affairs' minutes—

No. dated

No. dated

No. dated

Balance as at 19 £

Treasurer.

19

VORM 7.

-BESPROEIHINGSRAAD.

[Regulasie 65 (2).]

VIR JAAR GEEÏNDIG

19

Uittrekselnommer.	Naam.	Besonderhede van diens.	Bedrag.

FORM 7.

IRRIGATION BOARD.

[Regulation No. 65 (2).]

FOR THE YEAR ENDED

19

No. of Abstract.	Name.	Particulars of Service.	Amount.

VORM 8.

-BESPROEIHINGSRAAD.

[Regulasie No. 65 (3).]

STAAT VAN BEDRAE ONTVANG DEUR PENNINGMEESTER TEN OPSIGTE VAN
GEDURENDE DIE JAAR GEËINDIG

19

Datum.	Kwitansienommer.	Van wie ontvang.	Besonderhede.	Bedrag.

Penningmeester.

19

IRRIGATION BOARD.

FORM 8.

[Regulation No. 65 (3).]

STATEMENT OF AMOUNTS RECEIVED BY THE TREASURER ON ACCOUNT OF
DURING THE YEAR ENDED

19

Date.	Number of Receipt.	From whom received.	Particulars.	Amount.

Treasurer.

19

-BESPROEIHINGSRAAD.

VORM 9.

[Regulasie No. 65 (4).]

BETAALSTAAT VAN WERKNEMERS TUSSEN

19

EN

19

In watter hoedanigheid in diens.	Naam.	Getal dae.	Skaal per dag.		Bedrag.			Ons, die ondergetekendes, erken ontvangs van die bedrae teenoor ons onderskeie name in volle vereffening van ons betaling gedurende bogemelde tydperk.
			s.	d.	£	s.	d.	

Datum van betaling

Ek, die ondergetekende, sertifiseer hierby dat die werknemers wat in hierdie staat genoem word, werklik soos genoem gedurende gemelde tydperk in diens was.

Opsigter.

19

Ek, die ondergetekende, sertifiseer dat die skale wat in hierdie staat voorkom deur die raad gemagtig is.

Penningmeester.

19

Getuie van betaling en handtekeninge,

Let wel.—Wanneer betaling ingevolge die kerfstokstelsel geskied, moet die volgende bykomende sertifikaat verstrek word:—

Ons, die ondergetekendes, sertifiseer dat al die persone wat in hierdie betaalstaat genoem is, altesame _____, in ons teenwoordigheid betaal is. die bedrae teenoor hul onderskeie name, altesame £ _____

Getuie ingevolge Regulasie No. 55.

19

Betaalmeester

IRRIGATION BOARD.

[Regulation No. 65 (4).]

PAY-LIST OF EMPLOYEES BETWEEN

19

AND

19

Capacity in which employed.	Name.	No. of Days.	Rate per Day.		Amount.			We, the undersigned, acknowledge receipt of the sums opposite our respective names, being in full settlement of our pay for the period above specified.
			s.	d.	£	s.	d.	

Date of payment

I, the undersigned, hereby certify that the employees named in this list were actually employed as stated during the period specified.

Overseer.

19

I, the undersigned, certify that the rates reflected in this list have been authorised by the board.

Treasurer.

19

Witness to payment and signatures:

N.B.—In case of payment under the "tally system" the following additional certificate should be furnished:—

We the undersigned, hereby certify that all the persons named in this pay-list to a total number of _____ were duly paid in our presence the sums set opposite their respective names, amounting in the aggregate to £. s. d.

Witness in terms of Regulation No. 55.

19

Paymaster

VORM 10.

-BESPROEINGSRAAD.

[Regulasie No. 65 (5).]

REKONSILIASIE TUSSEN KASBOEK- EN BANKSALDO'S.

	£	s.	d.
Banksaldo volgens aangehegte sertifikaat.....			
Min tjeks uitgereik maar nog nie gewissel nie volgens aangehegte lys.....			
Banksaldo's volgens raad se boeke.....			
Plus kontant en tjeks voorhande (uitgesonderd Kleinkassaldo).....			
SALDO VOLGENS KASBOEK.....	£		
Staat van kontant voorhande op die laaste dag van 19:—			
Uitgesonderd Kleinkas.	Banknote, silwer en koper.....		
	Bankwissels.....		
	Tjeks wat die Penningmeester gemagtig is om aan te neem, naamlik.....		
	Kassaldo voorhande volgens Grootkasboek.....		
	Kleinkassaldo volgens Kleinkasboek.....		
TOTAAL VAN KONTANT VOORHANDE.....			
	£		

Penningmeester.

19

FORM 10.

IRRIGATION BOARD.

[Regulation No. 65 (5).]

RECONCILIATION OF CASH-BOOK AND BANK BALANCES.

	£	s.	d.
Bank balance as per certificate herewith.....			
Less cheques drawn but not yet encashed as per list herewith.....			
Bank balances as per books of the Board.....			
Plus cash and cheques on hand (not including balance of petty cash).....			
BALANCE AS PER CASH-BOOK.....	£		
Statement of the cash on hand on the last day of _____ 19____:—			
Excluding Petty Cash.....			
Bank-notes, silver and copper.....			
Bank drafts.....			
Cheques which the Treasurer is authorized to accept, viz.....			
Balance of cash on hand as per main cashbook.....			
Balance of petty cash as per petty cash book.....			
TOTAL CASH ON HAND.....	£		

Treasurer.

19

VORM 11.

-BESPROEIINGSRAAD.

(Regulasie No. 66.)

STAAT VAN BATES EN LASTE OP

19

BATES.	£	s.	d.	LASTE.	£	s.	d.
Banksaldo.....				Staatslenings.....			
Kassaldo.....				Privaatlennings (volgens aangehegte lys).....			
Reserwefonds.....				Diverse skuldeisers (volgens aangehegte lys).....			
Uitstaande belastinge.....				Saldo.....			
Vaste eiendom (verstrek besonderhede).....							
Besproeiingswerke teen kosprys.....							
Gereedskap (volgens aangehegte lys).....							
Diverse skuldenare (volgens aangehegte lys).....							
Saldo.....							

Ek sertifiseer dat bostaande 'n volledige en redelike staat van die raad se bates en laste is.

Penningmeester.

19

IRRIGATION BOARD.

FORM 11.

STATEMENT OF ASSETS AND LIABILITIES AS AT

19

ASSETS.	£	s.	d.	LIABILITIES.	£	s.	d.
Balance in Bank.....				Government Loans.....			
Balance in Cash.....				Private loans (as per attached list).....			
Reserve Fund.....				Sundry creditors (as per attached list).....			
Rates outstanding.....				Balance.....			
Fixed Property (give particulars).....							
Irrigation works (at cost).....							
Tools (as per attached list).....							
Sundry debtors (as per attached list).....							
Balance.....							

I certify the above to be a full and fair statement of the assets and liabilities of the board.

Treasurer.

19

INVOERDERS UITVOERDERS NYWERAARS

teken in op



„HANDEL EN NYWERHEID”

*Die maandblad
van die Departement van Handel en Nywerheid*

INTEKENGELD: In die Unie van S.A., Suidwes-Afrika, Betsjoeanaland-Protectoraat, Swasieland, Basoetoland, Suid- en Noord-Rhodesie, Mosambiek, Angola, Belgiese Kongo, Niassaland, Tanganjika, Kenia en Oeganda teen 6d per eksplaar, of teen 5/- per jaar (7/6 elders) vooruitbetaalbaar aan Die Staatsdrukker, Pretoria

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