



UNIE VAN SUID-AFRIKA
UNION OF SOUTH AFRICA

(As 'n Nuusblad by die Poskantoor Geregistreer)

BUITENGEWONE

Staatskoerant Government Gazette

EXTRAORDINARY

(Registered at the Post Office as a Newspaper)

VOL. CCI.]

PRYS 6d.

PRETORIA, 1 JULIE 1960.

PRICE 6d.

[No. 6481.

GOEWERMENSKENNISGEWING.

DEPARTEMENT VAN ARBEID.

No. 967.]

[1 Julie 1960.

WET OP NYWERHEIDSVERSOENING, 1956.

MOTORVERVOERONDERNEMING (GOEDERE).

Namens die Minister van Arbeid, verklaar ek, MARAIS VILJOEN, Adjunk-minister van Arbeid, hierby—

- (a) kragtens paragraaf (a) van sub-artikel (1) van artikel *agt-en-veertig* van die Wet op Nywerheidsversoening, 1956, dat al die bepalings van die Ooreenkoms wat in die Bylae hiervan verskyn en op die motorvervoeronderneming (Goedere) betrekking het, vanaf 7 Julie 1960 en vir die tydperk wat op 6 Julie 1964 eindig, bindend is vir die werkgewersorganisasie en die vakvereniging wat genoemde Ooreenkoms aangegaan het en vir die werkgewers en werknemers wat lede van daardie organisasie of daardie vereniging is;
- (b) kragtens paragraaf (b) van subartikel (1) van artikel *agt-en-veertig* van genoemde Wet dat die bepalings van genoemde Ooreenkoms, uitgesonderd klousules 1 (2), 8 (6) (ii), 15, 19, 20 en 22, vanaf 7 Julie 1960 en vir die tydperk wat op 6 Julie 1964 eindig, bindend is vir alle ander werkgewers en werknemers as dié vermeld in paragraaf (a) van hierdie kennisgewing, wat betrokke is by of in diens is in genoemde Onderneming in die landdrostdistrikte Benoni, Boksburg, Brakpan, Delmas, Germiston, Johannesburg, Krugersdorp, Odendaalsrus, Roodepoort, Springs, Vanderbijlpark, Ventersburg, Vereeniging en Welkom, in daardie deel van die landdrostdistrik Randfontein wat voor die publikasie van Goewermenskennisgewing No. 2546 van 5 Desember 1947, soos gewysig, binne die landdrostdistrik Krugersdorp geval het, maar uitgesonderd die plaas Holfontein No. 17, in daardie deel van die landdrostdistrik Kempton Park wat voor die publikasie van Goewermenskennisgewing No. 556 van 29 Maart 1956 binne die landdrostdistrikte Benoni, Boksburg, Germiston en Johannesburg geval het, en in daardie deel van die landdrostdistrik Virginia wat voor die publikasie van Goewermenskennisgewing No. 396 van 13 Maart 1959 binne die landdrostdistrik Ventersburg geval het; en
- (c) kragtens paragraaf (a) van subartikel (3) van artikel *agt-en-veertig* van genoemde Wet dat die bepalings van genoemde Ooreenkoms, uitgesonderd klousules 1 (2), 8 (6) (ii), 15, 19, 20 en 22, vanaf 7 Julie 1960 en vir die tydperk wat op 6 Julie 1964 eindig, in die landdrostdistrikte Benoni, Boksburg, Brakpan, Delmas, Germiston, Johannesburg, Krugersdorp, Odendaalsrus, Roodepoort, Springs, Vanderbijlpark, Ventersburg, Vereeniging en welkom, in daardie deel van die landdrostdistrik Randfontein wat voor die publikasie van Goewermenskennisgewing No. 2546 van 5 Desember 1947, soos gewysig, binne die landdrostdistrik Krugersdorp geval

GOVERNMENT NOTICE.

DEPARTMENT OF LABOUR.

No. 967.]

[1 July 1960.

INDUSTRIAL CONCILIATION ACT, 1956.

MOTOR TRANSPORT UNDERTAKING (GOODS).

On behalf of the Minister of Labour, I, MARAIS VILJOEN, Deputy-Minister of Labour, hereby—

- (a) in terms of paragraph (a) of sub-section (1) of section *forty-eight* of the Industrial Conciliation Act, 1956, declare that all the provisions of the Agreement which appears in the Schedule hereto and which relates to the Motor Transport Undertaking (Goods) shall be binding from the 7th July, 1960, and for the period ending on the 6th July, 1964, upon the employers' organisation and the trade union which entered into the said Agreement and upon the employers and employees who are members of that organisation or that union;
- (b) in terms of paragraph (b) of sub-section (1) of section *forty-eight* of the said Act declare that the provisions of the said Agreement, excluding clauses 1 (2), 8 (6) (ii), 15, 19, 20 and 22, shall be binding from the 7th July, 1960, and for the period ending the 6th July, 1964, upon all employers and employees other than those referred to in paragraph (a) of this notice, engaged or employed in the said undertaking in the Magisterial Districts of Benoni, Boksburg, Brakpan, Delmas, Germiston, Johannesburg, Krugersdorp, Odendaalsrus, Roodepoort, Springs, Vanderbijlpark, Ventersburg, Vereeniging and Welkom, in that portion of the Magisterial District of Randfontein which prior to the publication of Government Notice No. 2546 of the 5th December, 1947, as amended, fell within the Magisterial District of Krugersdorp, but excluding the farm Holfontein No. 17, in that portion of the Magisterial District of Kempton Park which prior to the publication of Government Notice No. 556 of the 29th March, 1956, fell within the Magisterial Districts of Benoni, Boksburg, Germiston and Johannesburg, and in that portion of the Magisterial District of Virginia which prior to the publication of Government Notice No. 396 of the 13th March, 1959, fell within the Magisterial District of Ventersburg; and
- (c) in terms of paragraph (a) of sub-section (3) of section *forty-eight* of the said Act, declare that in the Magisterial Districts of Benoni, Boksburg, Brakpan, Delmas, Germiston, Johannesburg, Krugersdorp, Odendaalsrus, Roodepoort, Springs, Vanderbijlpark, Ventersburg, Vereeniging and Welkom, in that portion of the Magisterial District of Randfontein which prior to the publication of Government Notice No. 2546 of the 5th December, 1947, as amended, fell within the Magisterial District of Krugersdorp, but excluding the farm Holfontein

het, maar uitgesonderd die plaas Holfontein No. 17, in daardie deel van die landdrosdistrik Kempton Park wat voor die publikasie van Goewermementskennissgewing No. 556 van 29 Maart 1956 binne die landdrosdistrikte Benoni, Boksburg, Germiston en Johannesburg geval het, en in daardie deel van die landdrosdistrik Virginia wat voor die publikasie van Goewermementskennissgewing No. 396 van 13 Maart 1959 binne die landdrosdistrik Ventersburg geval het, *mutatis mutandis* bindend is vir alle Naturelle in diens in genoemde Onderneming by dié werkgewers vir wie enigeen van genoemde bepalings ten opsigte van werknemers bindend is en vir daardie werkgewers ten opsigte van Naturelle in hul diens.

M. VILJOEN,
Adjunk-minister van Arbeid.

BYLAE.

NYWERHEIDSRAAD VIR DIE MOTORVERVOERONDERNEMING (GOEDERE).

OOREENKOMS

ingevolge die Wet op Nywerheidsversoening, 1956, aangegaan deur die

Motor Transport Owners' Association of South Africa
(hierna die „werkgewersorganisasie” genoem), aan die een kant, en die

Motor Transport Workers' Union (South Africa)
(hierna die „vakvereniging” genoem), aan die ander kant, wat die partye is by die Nywerheidsraad vir die Motorvervoeronderneming (Goedere).

1. TOEPASSING EN GELDIGHEIDSDUUR VAN OOREENKOMS.

(1) Hierdie Ooreenkoms moet in die landdrosdistrikte Odendaalsrus, Ventersburg, Welkom, Johannesburg, Germiston, Boksburg, Benoni, Brakpan, Springs, Delmas, Krugersdorp, Roodepoort, Vereeniging, Vanderbijlpark en daardie gedeelte van die landdrosdistrik Randfontein wat voor die publikasie van Goewermementskennissgewing No. 2546 van 5 Desember 1947, soos gewysig, binne die landdrosdistrik Krugersdorp geval het, maar met uitsluiting van die plaas Holfontein No. 17, en daardie gedeelte van die landdrosdistrik Kempton Park wat voor die publikasie van Goewermementskennissgewing No. 556 van 29 Maart 1956 binne die landdrosdistrikte Germiston, Johannesburg, Boksburg en Benoni geval het, en daardie gedeelte van die landdrosdistrik Virginia wat voor die publikasie van Goewermementskennissgewing No. 396 van 13 Maart 1959 binne die landdrosdistrik Ventersburg geval het, nagekom word deur alle werkgewers in die Motorvervoeronderneming (Goedere) en deur die werknemers van sodanige werkgewers wat lede van die vakvereniging is en vir wie lone hierin voorgeskryf word.

(2) Hierdie Ooreenkoms tree in werking op 'n datum wat deur die Minister kragtens artikel *agt-en-veertig* van die Wet vasgestel word en bly vier (4) jaar lank van krag of vir 'n termyn wat die Minister kan vasstel.

2. WOORDOMSKRYWINGS.

(1) Tensy 'n ander bedoeling blyk, het alle uitdrukkings wat in hierdie Ooreenkoms gebesig word en wat in die Wet op Nywerheidsversoening, 1956, omskryf is, dieselfde betekenis as in dié Wet; verwysings na die Wet sluit wysigings daarvan in en tensy strydig met die samehang, beteken—

„Wet” die Wet op Nywerheidsversoening, 1956;

„Raad” die Nywerheidsraad vir die Motorvervoeronderneming (Goedere);

„Gebied A” die gebied wat bestaan uit die landdrosdistrikte Johannesburg, Boksburg, Benoni, Brakpan, Springs, Delmas, Germiston, Krugersdorp, Roodepoort, Vereeniging, Vanderbijlpark, daardie gedeelte van die landdrosdistrik Randfontein wat voor die publikasie van Goewermementskennissgewing No. 2546 van 5 Desember 1947, soos gewysig, binne die landdrosdistrik Krugersdorp geval het, maar met uitsluiting van die plaas Holfontein No. 17, en daardie gedeelte van die landdrosdistrik Kempton Park wat voor die publikasie van Goewermementskennissgewing No. 556 van 29 Maart 1956 binne die landdrosdistrikte Germiston, Johannesburg, Boksburg en Benoni geval het;

„Gebied B” die gebied wat bestaan uit die landdrosdistrikte Odendaalsrus, Ventersburg en Welkom en daardie gedeelte van die landdrosdistrik Virginia wat voor die publikasie van Goewermementskennissgewing No. 396 van 13 Maart 1959 binne die landdrosdistrik Ventersburg geval het;

No. 17, in that portion of the Magisterial District of Kempton Park which prior to the publication of Government Notice No. 556 of the 29th March, 1956, fell within the Magisterial Districts of Benoni, Boksburg, Germiston and Johannesburg, and in that portion of the Magisterial District of Virginia which prior to the publication of Government Notice No. 396 of the 13th March, 1959, fell within the Magisterial District of Ventersburg, and from the 7th July, 1960, and for the period ending the 6th July, 1964, the provisions of the said Agreement, excluding clauses 1 (2), 8 (6) (ii), 15, 19, 20 and 22, shall *mutatis mutandis* be binding upon all Natives employed in the said Undertaking by the employers upon whom any of the said provisions are binding in respect of employees, and upon those employers, in respect of Natives in their employ.

M. VILJOEN,
Deputy-Minister of Labour.

SCHEDULE.

INDUSTRIAL COUNCIL FOR THE MOTOR TRANSPORT UNDERTAKING (GOODS).

AGREEMENT

in accordance with the provisions of the Industrial Conciliation Act, 1956, made and entered into between the

Motor Transport Owners' Association of South Africa
(hereinafter referred to as the “employers' organisation”), of the one part, and the

Motor Transport Workers' Union (South Africa)
(hereinafter referred to as the “trade union”), of the other part, being the parties of the Industrial Council for the Motor Transport Undertaking (Goods).

1. SCOPE OF APPLICATION AND PERIOD OF OPERATION OF AGREEMENT.

(1) The terms of this Agreement shall be observed in the Magisterial Districts of Odendaalsrus, Ventersburg, Welkom, Johannesburg, Germiston, Boksburg, Benoni, Brakpan, Springs, Delmas, Krugersdorp, Roodepoort, Vereeniging, Vanderbijlpark and that portion of the Magisterial District of Randfontein which prior to the publication of Government Notice No. 2546 of the 5th December, 1947, as amended, fell within the Magisterial District of Krugersdorp, but excluding the farm Holfontein No. 17, and that portion of the Kempton Park Magisterial District which prior to the publication of Government Notice No. 556 of the 29th March, 1956, fell within the Magisterial Districts of Germiston, Johannesburg, Boksburg and Benoni, and that portion of the Magisterial District of Virginia which prior to the publication of Government Notice No. 396 of the 13th March, 1959, fell within the Magisterial District of Ventersburg, by all employers engaged in the Motor Transport Undertaking (Goods), who are members of the employers' organisation and by the employees of such employers who are members of the trade union and for whom wages are prescribed herein.

(2) This Agreement shall come into operation on such date as may be specified by the Minister in terms of section *forty-eight* of the Act, and shall remain in force for four (4) years or for such period as may be determined by him.

2. DEFINITIONS.

(1) Unless the contrary intention appears, any expressions used in this Agreement which are defined in the Industrial Conciliation Act, 1956, shall have the same meanings as in that Act, and any reference to the Act shall include any amendment to such Act, and, unless inconsistent with the context—

“Act” means the Industrial Conciliation Act, 1956;

“Council” means the Industrial Council for the Motor Transport Undertaking (Goods);

“Area A” means the area consisting of the Magisterial Districts of Johannesburg, Boksburg, Benoni, Brakpan, Springs, Delmas, Germiston, Krugersdorp, Roodepoort, Vereeniging, Vanderbijlpark, that portion of the Magisterial District of Randfontein which prior to the publication of Government Notice No. 2546, dated 5th December, 1947, as amended, fell within the Magisterial District of Krugersdorp but excluding the farm Holfontein No. 17, and that portion of the Magisterial District of Kempton Park, which prior to the publication of Government Notice No. 556, dated 29th March, 1956, fell within the Magisterial Districts of Germiston, Johannesburg, Boksburg and Benoni;

“Area B” means the area consisting of the Magisterial Districts of Odendaalsrus, Ventersburg, Welkom and that portion of the Magisterial District of Virginia which prior to the Publication of Government Notice No. 396 of the 13th March, 1959, fell within the Magisterial District of Ventersburg;

„los werknemer” ’n bestuurder of arbeider wat hoogstens twee dae in ’n week by dieselfde werkgewer in diens is; „bestuurder”, met betrekking tot ’n motorvoertuig, die persoon wat oor die stuurtoestel daarvan beheer het en wie vereis kan word om een of meer van die volgende werksaamhede te kan verrig:—

- Die lugdruk in die bande, die oliepeil, brandstof-, batterie- en waterpeil nagaan en regmaak;
- voertuig algemeen goed gesmeer hou, moere en bout vasdraai; nagaan van en verslag doen oor die oliepeil in ratkaste en ewenaars;
- persoonlike aandag skenk aan die vaskoppel van gekoppelde eenhede of sleepwaens;
- vir die goedere op die motorvoertuig verantwoordelikeid dra terwyl in beheer oor dié motorvoertuig;
- alle vrae nagaan en behoorlik beveilig voor vertrek van ’n depot of plek by aflewering of afhaal; alle goedere aanteken op ’n aflewering- of laaibrief wat deur beide die bestuurder en die geadresseerde of adresseerder of versender by enige depot of plek geteken moet word;
- so spoedig moontlik, of binne 24 uur, meganiese of ander defekte van die voertuig rapporteer aan die werkgewer, sy gemagtigde verteenwoordiger of enige persoon wat deur die werkgewer aangestel is om sulke rapporte te ontvang; van sulke rapporte moet in die „logboek” soos hierna bepaal, aantekening gehou word;
- toesig en kontrole hou oor arbeiders wat aan sy voertuig toegesê is;
- verantwoordelik wees vir alle onderhoudsherstelwerk soos hierin bepaal;

met dien verstande dat ongeag enigiets wat in hierdie woordskrywing vervat is, geen bestuurder verplig kan word om goedere op of af te laai nie.

„noodsaaklike dienste” werk wat weens onvoorsiene oorsake soos brand, storm, ongeval, geweld daad of diefstal sonder versuim verrig moet word en onontbeerlike werk vir die instandhoud van lig-, krag-, water-, gesondheids- en telefoon-dienste; die vervoer van masjinerie of enigiets anders om ernstige ontwrigting van ’n bedryf, nywerheid of onderneming te voorkom, met inbegrip van vervoer vir die Polisie of vir nasionale verdediging;

„uurloon” die voorgeskrewe weekloon gedeel deur 48;

„werkure” dat alle tydperke van bestuur van ’n motorvoertuig en alle tyd wat ’n bestuurder aan ander werk in verband met die voertuig bestee, kragstens die bepalinge hierin van „bestuurder” en „onderhoudsherstelwerk” inbegrepe is en ook alle tydperke wat ’n bestuurder verplig is om op sy pos te bly in gereedheid vir werk as dit nodig mag wees;

„arbeider” ’n werknemer, uitgesonderd ’n bestuurder, wat een of meer van die volgende pligte uitvoer:—

- ’n Motorvoertuig op sy ritte bedien of vergesel;
- goedere op- of aflaai;
- goedere dra of opstapel;
- pakkiste of -bale of ander houe van goedere oop- of toemaak of toespyker of toenaai of merk, of goedere in die algemeen oopmaak in pakkies, toedraai en vasmaak;
- persele, voertuie of masjinerie skoonmaak;
- onder toesig enige ander werk in verband met ’n motorvoertuig doen, behalwe bestuur;

„militêre opleiding” die ononderbroke opleiding waartoe ’n werknemer kragstens artikel een-en-twintig (1), gelees met subartikels (1) en (2) van artikel twee-en-twintig, van die Verdedigingswet, 1957, verplig word, maar dit omvat geen opleiding wat hy ingevolge artikel drie-en-twintig van gemelde Wet uit eie keuse ondergaan nie en ook geen ander opleiding of diens wat hy vrywillig of uit eie keuse meemaak nie;

„motorvoertuig” ’n voertuig wat vir die vervoer of sleep van goedere gebruik word en wat deur ander as menslike of dierlike krag voortbeweeg word, en sluit ’n trekker, ’n voorhaker en ’n stoomwa in;

„Motorvervoeronderneming” of „Onderneming” die onderneming waarin werkgewers en werknemers geassosieer is vir die vervoer van goedere deur middel van motortransport teen huur of vergoeding;

„eienaar-bestuurder” ’n werkgewer wat die eienaar of mede-eienaar van ’n motorvoertuig is en wat self die voertuig bestuur wat vir vervoer van goedere teen huur of beloning gebruik word;

„proeftyd”, met betrekking tot ’n bestuurder in Gebied A, die eerste drie maande diens as bestuurder by dieselfde werkgewer in die Onderneming;

„onbelaste gewig”, die bruto onbelaste gewig van enige motorvoertuig tesame met sleepwaens, wat op die onderstel daarvan vermeld moet staan, of sodanige ander bruto onbelaste gewig soos deur die Raad vasgestel word;

„reserwefonds van die siekteverloofonds” ’n fonds ingestel ooreenkomstig klousules 14 (6) (c) en 14 (11) van die Ooreenkoms;

„onderhoudsherstelwerk” herstelwerk aan ’n voertuig en sy samestellende dele wat deur die bestuurder en voertuigbediende(s) uitgevoer kan word met die gereedskap wat gewoonlik vir sulke doeleindes op die voertuig saamgeneem word, en dit sluit in wiele omruil, lekkes heelmaak, remme aan buitekant stel, maar nie belangrike meganiese herstelwerk soos die uitmekaarhaal van die motor of ander geskoolde werk wat gewoonlik deur werktuigkundiges verrig word nie;

„casual employee” means a driver or labourer who is employed by the same employer on not more than two days in any one week;

„driver” shall in respect of a motor vehicle refer to the person having control of the steering apparatus thereof, and who may be required in addition to perform one or more of the following duties:—

- Examine and correct tyre pressure, oil levels, fuel batteries and water levels of vehicles;
- keep vehicles in a well-greased condition generally, tighten nuts and bolts, check and report oil levels in gear boxes and differentials;
- pay personal attention to the coupling up of articulated units or trailers;
- bear responsibility for the goods on the motor vehicle whilst in charge of such motor vehicle;
- check and properly secure all loads before departure from any depot or place upon delivery or pick-up, enumerate all goods on a delivery or loading slip to be signed by both the driver and the consignee or consignor or despatcher at any depot or place;
- report all mechanical or other defects of the vehicle as soon as possible or not later than within 24 hours to the employer, his duly accredited representative or any person appointed by the employer to receive such reports; such reports shall be recorded in the logbook herein defined;
- supervise and control labourers assigned to his vehicle;
- be responsible for all running repairs which are defined herein;

provided that notwithstanding anything contained in this definition no driver shall be required to load or off-load goods;

„essential services” mean any work which, owing to unforeseen causes such as fire, storm accident, act of violence or theft must be done without delay and work essential for the maintenance of light, power, water sanitary and telephone services, the transportation of machinery or any other thing to prevent any serious dislocation in any trade, industry or undertaking, including transportation for the Police or for purposes of national defence;

„hourly rate” means the prescribed weekly wage divided by 48;

„hours of work” includes all periods of the driving of any motor vehicle and any time spent by a driver on other work connected with a motor vehicle in terms of the definitions herein of „driver” and „running repairs” and all periods during which a driver is obliged to remain at this post in readiness to work when required to do so;

„labourer” means an employee other than a driver, who is engaged in one or more of the following occupations:—

- In attendance of or accompanying a motor vehicle on its journeys;
- loading or unloading goods;
- carrying or stacking goods;
- opening or closing or nailing up or sewing up or marking packing cases or bales or other containers of goods or generally parcelling wrapping and tying goods;
- cleaning premises, vehicles or machinery;
- performing under supervision, any other work pertaining to a motor vehicle, except driving;

„Military Training” means continuous training which an employee is required to undergo in terms of section twenty-one (1), read with sub-sections (1) and (2) of section twenty-two of the Defence Act, 1957, but does not include any training he may elect to undergo in terms of section twenty-three of the said Act, nor any other training or service for which he volunteers or which he elects to undergo.

„motor vehicle” means a conveyance used for the transportation or haulage of goods and which is propelled by other than human or animal power and includes a tractor, a mechanical horse and a steam wagon;

„Motor Transport Undertaking” or „Undertaking” means the undertaking in which employers and employees are associated for the transportation of goods, for hire or reward by means of motor transport;

„owner driver” means an employer who is the owner or part owner of and who himself drives a motor vehicle in transporting goods for hire or reward;

„probationary period” means in relation to a driver in Area A, the first 3 months’ continuous employment with the same employer in the Undertaking;

„unladen weight” means the gross unladen weight of any motor vehicle together with trailers, as required to be displayed on the chassis thereof or such other gross unladen weight which shall be determined by the Council;

„Reserve fund of the sick leave fund” shall mean a fund created in terms of clauses 14 (6) (c) and 14 (11) of this agreement;

„running repairs” means repairs to a vehicle and its component parts which can be effected by the driver and labourer(s) with tools normally carried on a vehicle for such purpose, and shall include the changing of wheels, repairing punctures, external adjustments of brakes, but shall not include major mechanical repairs such as dismantling of engines or other skilled work usually done by mechanics;

„gekoppelde eenheid” ’n motorvoertuig waaraan een of meer sleepwaens gekoppel is en wat hulle trek;
 „sleepwa” enige voertuig wat aan ’n motorvoertuig vasgemaak is en daardeur gesleep word;
 „loon” die basiese loon (uitgesonderd lewenskostetoelae) soos voorgeskryf in klousule 4;
 „loonregister” die aantekeninge wat kragtens artikel sewe-en-vyftig (1) van die Wet op Nywerheidsversoening deur werkgewers bygehou moet word;
 „jaar” enige tydperk van twaalf maande diens in die onderneming.

(2) Die Raad is die liggaam wat vir die administrasie van hierdie Ooreenkoms verantwoordelik is en kan vir die leiding van werkgewers en werknemers vertolkings en beslissings uitreik wat nie met die bepalinge hiervan of van die Wet strydig is nie.

3. REGISTRASIE VAN WERKGEWERS EN BESONDERHEDE WAT DEUR HULLE VERSTREK MOET WORD.

(1) (a) Elke werkgewer of eenaar-bestuurder moet binne een maand na die inwerkingtreding van hierdie Ooreenkoms of, na gelang van die jongste datum, binne een maand nadat hy met sy werksaamhede begin het, in die vorm van Aanhangsel A die volgende inligting aan die Raad stuur:—

- (i) Sy naam voluit en die name van vennote en die naam waaronder sy besigheid gedryf word, tesame met sy besigheidsadres;
- (ii) die name en adresse van al sy werknemers;
- (iii) die getal motorvoertuie wat in verband met sy besigheid gebruik word, tesame met die registrasienuommer en die geregistreerde onbelaste gewig van elke voertuig.

(b) Die vereiste inligting wat kragtens subklousule (1) (a) (iii) verstrekt moet word, moet deur die werkgewer ten opsigte van elke bykomende voertuig binne een maand na die datum waarop dit in bedryf geneem is, aan die Raad verstrekt word.

(2) As die Raad rede het om te veronderstel dat die geregistreerde onbelaste gewig nie juis is nie, moet die Raad van die eenaar vereis om na ’n plek wat deur die Raad vasgestel word, die voertuig te bring om die onbelaste gewig daarvan vas te stel.

(3) By ontvangs van die besonderhede in subklousule (1) (a) genoem, moet die Raad ’n registrasiesertifikaat aan die werkgewer uitreik.

(4) Wanneer ’n werkgewer ’n werknemer in diens neem of ontslaan, of wanneer ’n werknemer ’n werkgewer se diens verlaat, moet die werkgewer binne 24 uur die Raad skriftelik in kennis stel in die vorm van Aanhangsel B.

(5) (a) By die beëindiging van die dienskontrak van enigeen van sy bestuurders, uitgesonderd ’n los bestuurder, moet ’n werkgewer ’n dienssertifikaat in die vorm van Aanhangsel C aan sodanige bestuurder uitreik.

(b) ’n Afskrif van hierdie sertifikaat moet binne 24 uur na beëindiging van die dienskontrak van die bestuurder deur die werkgewer aan die Raad gestuur word.

(6) Geen werkgewer mag ’n nuwe bestuurder in diens neem wat nie ’n dienssertifikaat van sy vorige werkgewer kan voorleë nie, tensy sodanige bestuurder vir die eerste maal in die Onderneming gaan werk.

4. LONE.

Die minimum skale waarteen ’n werkgewer elke lid van die ondergenoemde klasse van sy werknemers lone en lewenskostetoelae ten opsigte van gewone werkure moet betaal, is soos volg:—

	Basiese loon.	Lewenskostetoelae.
	Per week.	Per week.
	£ s. d.	£ s. d.

(1) In Gebied A.

’n Bestuurder van—

(a) ’n Motorvoertuig waarvan die onbelaste gewig minder as 10,000 lb. is—

(i) Gedurende proeftyd.....	5 10 0	2 12 0
(ii) Daarna.....	6 10 0	3 1 0

(b) ’n Motorvoertuig waarvan die onbelaste gewig 10,000 lb. of meer is—

(i) Gedurende proeftyd.....	7 0 0	3 8 0
(ii) Daarna.....	8 0 0	3 8 0

(c) ’n Gekoppelde eenheid—

(i) Gedurende proeftyd.....	7 0 0	3 8 0
(ii) Daarna.....	8 0 0	3 8 0

(d) ’n Arbeider in diens in die Landdrosdistrik Johannesburg.....

	2 2 6	1 0 9
--	-------	-------

(e) ’n Arbeider in diens in enige ander Landdrosdistrik in Gebied A.....

	2 0 6	1 0 9
--	-------	-------

(2) In Gebied B.

’n Bestuurder van—

(a) ’n Motorvoertuig waarvan die onbelaste gewig minder as 10,000 lb. is.....

	5 5 0	2 12 0
--	-------	--------

(b) ’n Motorvoertuig waarvan die onbelaste gewig 10,000 lb. of meer is.....

	7 0 0	3 8 0
--	-------	-------

(c) ’n Gekoppelde eenheid.....

	7 0 0	3 8 0
--	-------	-------

(d) ’n Arbeider.....

	1 12 6	0 16 9
--	--------	--------

„articulated unit” means a motor coupled to and hauling one or more trailers;
 „trailer” means any conveyance coupled to and hauled by a motor vehicle;
 „wage” means the basic wage (excluding cost of living allowance) as prescribed in clause 4;
 „wage register” means the record required to be kept by employers in terms of section fifty-seven (1) of the Act;
 „year” means any period of 12 months employment in the undertaking.

(2) The Council shall be the body responsible for the administration of this Agreement and may issue interpretations and rulings not inconsistent with the provisions thereof or of the Act, for the guidance of employers and employees.

3. REGISTRATION OF AND PARTICULARS TO BE FURNISHED BY EMPLOYERS.

(1) (a) Every employer or owner-driver shall within one month of the date of coming into operation of this Agreement, or within one month of commencement of business, whichever is the later, furnish the Council with a statement in the form of Annexure A, indicating—

- (i) his full name and the names of any partners and the name under which his business is carried on together with his business address;
- (ii) the names and addresses of all his employees;
- (iii) the number of motor vehicles used in his business together with their registration numbers, and the registered unladen weight of each vehicle.

(b) The information required to be furnished in terms of sub-clause (1) (a) (iii) shall be supplied to the Council by the employer in respect of each additional vehicle within one month of the date on which such vehicle is brought into operation.

(2) If the Council has reason to believe that the registered unladen weight is not correctly registered the Council shall require the owner of such vehicle to present such vehicle at such place as the Council may decide, for the purpose of ascertaining the correct unladen weight of such vehicle.

(3) On receipt of the particulars referred to in sub-clause (1) (a) the Council shall issue to the employer a certificate of registration.

(4) Whenever an employer engages or dismisses a driver or whenever a driver leaves the services of an employer such employer shall within 24 hours notify the Council accordingly, in writing, in the form of Annexure B.

(5) (a) An employer shall upon the termination of the contract of employment of any of his drivers, other than a casual driver, furnish such driver with a certificate of service, in the form of Annexure C.

(b) A copy of this certificate shall be forwarded by the employer to the Council within 24 hours of the termination of the driver's contract of employment.

(6) No employer shall engage any new driver who cannot produce a certificate of service from his previous employer, unless such driver is entering the Undertaking for the first time.

4. WAGES.

The minimum rate at which wages and cost of living allowance, in respect of ordinary working hours, shall be paid by an employer to each member of the undermentioned classes of his employees shall be as follows:—

	Basic Wage.	Cost of Living Allowance.
	Per week.	Per week.
	£ s. d.	£ s. d.

(1) In Area A.

A driver of—

(a) a motor vehicle of which the unladen weight is less than 10,000 lb.—

(i) during probationary period.	5 10 0	2 12 0
(ii) thereafter.....	6 10 0	3 1 0

(b) a motor vehicle of which the unladen weight is 10,000 lb. or more—

(i) during probationary period.	7 0 0	3 8 0
(ii) thereafter.....	8 0 0	3 8 0

(c) any articulated unit—

(i) during probationary period	7 0 0	3 8 0
(ii) thereafter.....	8 0 0	3 8 0

(d) A labourer employed within the Johannesburg Magisterial District

	2 2 6	1 0 9
--	-------	-------

(e) A labourer employed in any other Magisterial District in Area A..

	2 0 6	1 0 9
--	-------	-------

(2) In Area B.

A driver of—

(a) a motor vehicle of which the unladen weight is less than 10,000 lb.

	5 0 0	2 12 0
--	-------	--------

(b) a motor vehicle of which the unladen weight is 10,000 lb. or more.....

	7 0 0	3 8 0
--	-------	-------

(c) any articulated unit.....

	7 0 0	3 8 0
--	-------	-------

(d) A labourer.....

	1 12 6	0 16 9
--	--------	--------

(3) 'n Werkgewer moet aan 'n los werknemer ten opsigte van elke dag of gedeelte van 'n dag gewerk, minstens een-vyfde van die weeklikse loon en lewenskostoelae wat in subklousules (1) en (2) vir 'n werknemer van sy klas voorgeskryf is, betaal.

(4) Ondanks die bepalings van subklousules (1) en (2) mag die lewenskostoelae wat betaal word, nie minder wees as die toepaslike toelae wat in Oorlogsmaatreël No. 43 van 1942, soos van tyd tot tyd gewysig, voorgeskryf is nie.

(5) 'n Werknemer wat op die datum waarop hierdie Ooreenkoms van krag word, teen 'n hoër loonskaal betaal word as dié wat in die Ooreenkoms voorgeskryf word vir 'n werknemer van sy klas, moet steeds sodanige hoër loon ontvang solank hy by dieselfde werkgewer dieselfde werk verrig.

(6) 'n Werknemer mag nie besoldiging teen tariewe wat laer is as die tariewe wat in hierdie Ooreenkoms vir 'n werknemer van sy klas voorgeskryf is, aanneem nie.

5. BETALING VIR OORTYDWERK.

(1) In Gebied A moet 'n werkgewer sy werknemer wat oortyd werk, ingevolge klousule 10 (2), vir elke uur of gedeelte van 'n uur aldus gewerk, betaal teen minstens een en 'n half keer die werknemer se voorgeskrewe weekloon, gedeel deur agt-en-veertig.

(2) In Gebied B moet 'n werkgewer sy werknemer wat oortyd werk, ingevolge klousule 10 (2), vir elke uur of gedeelte van 'n uur aldus gewerk, betaal teen minstens een en 'n derde keer die werknemer se voorgeskrewe weekloon plus lewenskostoelae, gedeel deur agt-en-veertig.

(3) In albei gebiede moet 'n werkgewer sy werknemer wat oortyd werk op noodsaaklike dienste, vir elke uur of gedeelte daarvan betaal teen minstens dubbel die werknemer se voorgeskrewe loon, gedeel deur agt-en-veertig.

6. VERBLYFTOELAES.

(1) Wanneer die werk van 'n werknemer op enige reis dit vir hom onmoontlik maak om na sy tuiste terug te keer vir sy nagrus, moet sy werkgewer hom benewens die ander besoldiging wat in hierdie Ooreenkoms voorgeskryf word, 'n verblyftoelae betaal van minstens in die geval van—

(a) bestuurders—	£	s.	d.
(i) waar dit nodig is om 'n aandete en akkommodasie te verkry.....	0	17	6
(ii) waar dit nodig is om 'n aandete, akkommodasie en ontbyt te verkry.....	1	1	0
(iii) waar dit nodig is om akkommodasie, ontbyt, middag- en aandete te verkry.....	1	5	0
Met dien verstande dat waar die werkgewer akkommodasie verskaf, kan 10s. van bogenoemde bedrae afgetrek word;			
(b) Arbeiders—	s.	d.	
(i) waar dit nodig is om 'n aandete en bed te verkry.....	2	6	
(ii) waar dit nodig is om 'n aandete, bed en ontbyt te verkry.....	3	6	
(iii) waar dit nodig is om ontbyt, middag- en aandete en 'n bed te verkry.....	5	6	

(2) *Losies en inwoning.*—Wanneer 'n werknemer instem of kragtens die Naturelle (Stadsgebiede) Konsolidasiewet, soos gewysig, verplig word om losies en/of inwoning van sy werkgewer aan te neem, kan 'n aftrekking wat die bedrae hieronder gespesifiseer nie te bowe gaan nie, van sy besoldiging gemaak word:—

	Per week.	Per maand.
	£ s. d.	£ s. d.
(i) Losies.....	0 3 0	0 13 0
(ii) Inwoning.....	0 2 0	0 8 8
(iii) Losies en inwoning.....	0 5 0	1 1 8

7. BETALING VIR SONDAE EN OPENBARE VAKANSIEDAE.

(1) Tyd wat deur 'n werknemer gewerk word op 'n Sondag of openbare vakansiedag moet vergoed word teen minstens dubbel die uurtarief wat vir sy klas voorgeskryf is, met dien verstande dat hy vir 'n minimum van 9 uur betaal moet word, of hy nou 9 uur gewerk het of nie.

(2) Enige tyd wat 'n werknemer op 'n Sondag of openbare vakansiedag werk wat 9 uur te bowe gaan, moet vergoed word teen dubbel die tarief kragtens subklousule (1) vir sy klas en sodanige tyd mag nie meer as twee uur op enige Sondag of openbare vakansiedag wees nie.

8. BETALING VAN VERDIENSTE.

(1) *Werknemers, uitgesonderd los werknemers.*—Lone en ander verdienste, betaling vir oortyd, en lewenskostoelae moet weekliks deur die werkgewer in kontant betaal word op of voor Vrydag of by beëindiging van diens en nie later nie as 20 minute na beëindiging van die dag se werk; met dien verstande dat 'n werkgewer met die toestemming van die Raad en na ooreenkoms met die werknemer die verskuldigde verdienste maandeliks op die laaste werkdag van die maand kan betaal;

(3) An employer shall pay a casual employee in respect of each day or part of a day worked not less than one-fifth of the weekly wage and cost of living allowance prescribed in sub-clauses (1) and (2) for an employee of his class.

(4) Notwithstanding the provisions of sub-clauses (1) and (2) the cost of living allowance paid shall not be less than the appropriate allowance prescribed in War Measure No. 43 of 1942 as amended from time to time.

(5) An employee who at the date of coming into operation of this Agreement was in receipt of a rate of wages higher than that prescribed in the Agreement for an employee of his class shall continue to receive such higher wages while employed by the same employer on the same work.

(6) An employee shall not accept remuneration at rates less than the rates prescribed in this Agreement for an employee of his class.

5. PAYMENT FOR OVERTIME.

(1) In Area A an employer shall pay his employee working overtime, in terms of clause 10 (2), for each hour or part of an hour so worked at not less than one and a half times the employee's prescribed weekly wage, divided by forty-eight.

(2) In Area B an employer shall pay his employee working overtime, in terms of clause 10 (2) for each hour or part of an hour so worked at not less than one and one-third times the employee's prescribed weekly wage plus cost of living allowance divided by forty-eight.

(3) In both areas an employer shall pay his employee working overtime, on essential services for each hour or part thereof at not less than double the employees' prescribed weekly wage divided by forty-eight.

6. SUBSISTENCE ALLOWANCES.

(1) Whenever the work of an employee on any one journey precludes him from returning to his home for his night's rest he shall be paid by his employer in addition to the other remuneration prescribed in this Agreement, a subsistence allowance of not less than, in the case of—

(a) drivers—	£	s.	d.
(i) where it is necessary to obtain an evening meal and accommodation.....	0	17	6
(ii) where it is necessary to obtain an evening meal, accommodation and breakfast.....	1	1	0
(iii) where it is necessary to obtain accommodation, breakfast, lunch and evening meal..	1	5	0
Provided that where the employer provides accommodation 10s. may be deducted from above rates;			
(b) labourers—	s.	d.	
(i) where it is necessary to obtain an evening meal and bed.....	2	6	
(ii) where it is necessary to obtain an evening meal, bed and breakfast.....	3	6	
(iii) where it is necessary to obtain breakfast, midday meal, evening meal and a bed.....	5	6	

(2) *Board and Lodging.*—When an employee agrees or is required under the Native (Urban Areas) Consolidation Act, 1945, as amended, to accept board and/or lodging from his employer, a deduction, not exceeding the amounts specified hereunder, may be made from his remuneration:—

	Per Week.	Per Month.
	s. d.	£ s. d.
(i) Board.....	3 0	0 13 0
(ii) Lodging.....	2 0	0 8 8
(iii) Board and lodging.....	5 0	1 1 8

7. SUNDAY AND PUBLIC HOLIDAY PAY.

(1) Time worked by an employee on a Sunday or public holiday shall be paid at not less than double the hourly rate prescribed for his class, provided that he shall be paid for a minimum of 9 hours whether he has worked 9 hours or less.

(2) Any time worked by an employee in excess of 9 hours on a Sunday or Public holiday shall be paid at double the rate payable under sub-clause (1) for his class and such excess shall not exceed two hours on any Sunday or public holiday.

8. PAYMENT OF EARNINGS.

(1) *Employees, Other than Casual Employees.*—Wages, and other earnings, overtime payments, and cost of living allowances shall be paid by the employer weekly in cash not later than Friday or on the termination of service, and not later than 20 minutes after completion of the day's work: Provided an employer may, with the consent of the Council and upon agreement of the employee, pay the earnings due monthly on the last working day of the month.

(2) *Los werknemers.*—'n Werkgever moet aan 'n los werknemer sy verdienste in kontant betaal onmiddellik na beëindiging van sy dienskontrak.

(3) *Wyse van betaling.*—(a) 'n Werkgever moet alle lone en verdienste in 'n verseëde koevert aan die werknemer oorhandig waarop die volledige besonderhede soos in Aanhangsel F uiteengesit word.

(b) Alle navrae rakende die besonderhede op die koevert of die ingeslote bedrag moet ten tye van betaling aan die persoon wat uitbetaal, gerig word of so nie aan die Raad binne sewe (7) dae na die datum van betaling.

(4) *Premies.*—Geen betaling ten opsigte van diensverskaffing aan of opleiding van enige werknemer mag, hetsy regstreeks of onregstreeks, deur 'n werkgever aangeneem of aan hom betaal word nie.

(5) *Koop van goedere.*—'n Werkgever kan nie van sy werknemer vereis om goedere van hom of van 'n winkel of persoon wat hy aanwys, te koop nie.

(6) *Boetes en aftrekkings.*—'n Werkgever kan sy werknemer geen boetes opleë nie, nog enige bedrag van sy werknemer se loon of ander verskuldigde betaling aftrek nie, behalwe die onderstaande:—

- (i) Met die skriftelike toestemming van sy werknemer, aftrekkings vir verlof-, versekerings-, voorsorgs- en/of pensioenfondse;
- (ii) vakverenigingsbydraes kragtens klousule 19 hiervan;
- (iii) as 'n werknemer van sy werk wegbly, 'n eweredige aftrekking vir die duur van sulke afwesigheid;
- (iv) aftrekking van enige bedrag wat 'n werkgever kragtens 'n wet of bevel van 'n bevoegde hof verplig of toegelaat word om te maak.

(7) *Verlofbetaling.*—Die betaling wat kragtens klousule 13 (1) aan 'n werknemer verskuldig is, moet betaal word voor die aanvang van sulke jaarlikse verlof en nie later as dertig minute na die laaste dag se werk voor die werknemer met verlof gaan nie.

(8) *Siekteverlof.*—Die loon wat kragtens klousule 14 (8) aan 'n werknemer verskuldig is, moet op die gewone betaaldag en uiters een week na sulke siekteverlof geneem is, betaal word.

9. DIENSKONTRAK.

(1) Daar sal geag word dat elke werknemer, uitgesonderd 'n los werknemer, 'n weeklikse werknemer is, ongeag of hy die volle getal voorgeskrewe werkure of minder gewerk het.

(2) *Differensiële loonskaal.*—Aan 'n werknemer wat op enige dag verplig of toegelaat word om werk te verrig waarvoor 'n hoër loonskaal in klousule 4 hiervan voorgeskryf word as sy gewone skaal van besoldiging, moet sodanige hoër loon betaal word ten opsigte van die hele dag, ongeag die getal ure wat op daardie dag gewerk is. 'n Los werknemer wat op enige dag verplig of toegelaat word om werk te verrig waarvoor verskillende loonskaal in klousule 4 hiervan voorgeskryf is, moet teen die hoogste van sodanige skale betaal word.

(3) *Berekening van maandelikse lone.*—'n Maandloon moet teen vier en 'n derde maal die weeklone in klousule 4 voorgeskryf, bereken word.

(4) *Uniforms.*—'n Werkgever wat sy werknemers verplig om uniforms te dra, moet sodanige uniforms kosteloos aan die werknemers verskaf en skoonmaak en sodanige uniforms bly die eiendom van die werkgever.

(5) *Aansporingswerk.*—(a) Behoudens die bepaling dat geen werknemer minder betaal mag word as die bedrag waarop hy ingevolge klousule 4 hiervan geregtig is nie, kan 'n werkgever 'n werknemer se besoldiging baseer op die hoeveelheid of opbrengs van die werk wat gedoen word; met dien verstande dat geen sodanige stelsel van besoldiging toegelaat mag word nie behalwe in die vorm van 'n aansporingsstelsel; die voorwaardes daarvan waarvoor daar ooreengekom is, word in paragrawe (b) en (c) hieronder uiteengesit;

(b) 'n Werkgever wat 'n aansporingsstelsel wil instel, moet 'n gesamentlike komitee van verteenwoordigers van die bestuur en die werknemers aanstel wat oor die voorwaardes van so 'n skema moet ooreenkom.

(c) Die voorwaardes van so 'n aansporingskema en enige daaropvolgende wysiging daarvan waarvoor die komitee ooreengekom het, moet op skrif gestel en deur die lede van die komitee geteken word, en mag nie deur die komitee verander of deur enige party beëindig word nie tensy die party wat die ooreenkoms wil verander of beëindig, die ander party skriftelik die kennis gee het waarvoor die party ooreengekom het toe hulle die stelsel ingestel het.

(6) 'n Werkgever mag nie 'n werknemer wat jonger as vyftien (15) jaar is in diens neem nie.

10. WERKURE EN OORTYDURE.

(1) *Gewone werkure.*—(a) 'n Werknemer se gewone werkure moet hoogstens die volgende wees:—

- (i) In die geval van 'n werknemer, behalwe 'n los werknemer, 48 per week van Maandag tot en met Saterdag; nege uur op Maandag tot en met Vrydag en drie uur op Saterdag; met dien verstande dat geen werknemer verplig of toegelaat kan word om op enige dag later as 9 vm. te begin werk nie; en as van enige werknemer vereis word om later as 9 vm. te begin werk, moet dit vir die berekening van die gewone werkure beskou word asof hy om 9 vm. begin werk het;
- (ii) in die geval van 'n los werknemer, nege uur per dag.

(b) Behoudens soos bepaal in subklousule (6), is alle werkure aaneenlopend.

(2) *Casual Employees.*—An employer shall pay a casual employee his earnings in cash immediately on termination of his contract of employment.

(3) *Method of payment.*—(a) An employer shall hand all wages and earnings to the employee in a sealed envelope, setting out thereon the full particulars as per Annexure F.

(b) All queries regarding particulars on the envelope or of the amount enclosed must be made at the time of payment to the person paying out or alternatively to the Council within seven (7) days of the date of payment.

(4) *Premiums.*—No payment shall be made to or accepted by an employer, either directly or indirectly in respect of the employment or training of any employee.

(5) *Purchase of Goods.*—An employer shall not require his employee to purchase any goods from him or any shop or person nominated by him.

(6) *Fines and Deductions.*—An employer shall not levy any fines against any employee, nor shall he make any deduction from his employee's remuneration other than the following:—

- (i) With the written consent of his employee, deductions for holiday, insurance, provident and/or pension funds;
- (ii) trade union dues in terms of clause 19 hereof;
- (iii) when an employee absents himself from work, a deduction proportionate to the period of such absence;
- (iv) a deduction of any amount which an employer by any law or any competent court order is required or permitted to make;

(7) *Leave Pay.*—The pay due to an employee in terms of clause 13 (1) shall be paid by the employer before the commencement of such annual leave and not later than twenty minutes after the last day's work before the employee proceeds on such leave.

(8) *Sick Leave.*—The wages due to a labourer in terms of clause 14 (8) shall be paid by the employer on the usual pay day not later than one week after such sick leave has been taken.

9. CONTRACT OF EMPLOYMENT.

(1) Every employee other than a casual employee, shall be deemed to be a weekly employee, whether he has worked the full number of prescribed hours or less.

(2) *Differential Rates of Wages.*—An employee who on any day is permitted or required to perform work for which a higher rate of wages is prescribed in clause 4 hereof than his usual rate of remuneration, shall be paid at such higher rate in respect of the whole of such day irrespective of the number of hours worked on that day. A casual employee who on any one day is required or, permitted to perform work in respect of which different rates of remuneration are prescribed in clause 4 shall be paid at the highest of such rates.

(3) *Calculation of Monthly Wages.*—A monthly wage shall be calculated at four and one-third times the weekly wages prescribed in clause 4.

(4) *Uniforms.*—An employer who requires his employees to wear uniforms shall provide and launder or clean such uniforms free of charge and such uniforms shall remain the property of the employer.

(5) *Incentive work.*—(a) Subject to the condition that no employee may be paid less than the amount he would be entitled to in terms of clause 4 hereof, an employer may base an employee's remuneration on the quantity or output of work done; provided that no such system of remuneration shall be permissible except in the form of an incentive scheme, the terms of which have been agreed upon as set out in paragraphs (b) and (c) hereunder.

(b) Any employer who wishes to introduce an incentive scheme shall set up a joint committee of representatives of the management and the employees which may agree upon the terms of such scheme.

(c) The terms of any such incentive scheme and any subsequent alteration thereto which may have been agreed upon by such Committee, shall be reduced to writing and be signed by the members of the Committee, and shall not be varied by the Committee or terminated by either parties unless the party wishing to vary or terminate the agreement has, in writing, given the other party such notice as may be agreed upon by the parties when entering into such scheme.

(6) An employer shall not employ an employee who is under fifteen (15) years of age.

10. HOURS OF WORK AND OVERTIME.

(1) *Ordinary Hours of Work.*—(a) The ordinary working hours of any employee shall not exceed—

- (i) in the case of an employee, other than a casual employee, forty-eight hours in any one week from Monday to Saturday, inclusive, at 9 hours per day on Monday to Friday, inclusive, and 3 hours on Saturday; provided that an employee shall not be required to commence work later than 9 a.m. on any day; and if an employee is required on any one day to commence later than 9 a.m. he shall for the purpose of calculating the working hours and overtime be deemed to have commenced at 9 a.m.
- (ii) in the case of a casual employee, 9 hours on any one day.

(b) Subject to the provisions of sub-clause (6), all hours of work on any day shall be consecutive.

(2) *Oortyd*.—Alle ure wat bo die gewone werkure soos hierin voorgeskryf, gewerk word, moet as oortyd beskou word.

(3) *Beperking van oortyd*.—'n Werkgever kan geen werknemer verplig of toelaat om meer as—

- (a) twee uur per dag; of
- (b) nege uur per week;

oortyd te werk nie; met dien verstande dat die bepalings van hierdie subklousule nie op die uitvoering van noodsaaklike dienste van toepassing is nie.

(4) *Berekening van oortyd*.—(a) Oortyd ten opsigte van 'n weeklikse werknemer moet bereken word op die basis van die totale weeklikse oortyd wat gewerk is.

(b) Oortyd ten opsigte van 'n los werknemer moet bereken word op die basis van totale daaglikse oortyd wat gewerk is en enige breuk van 'n uur moet op 'n *pro rata* basis bereken word.

(5) *Werk op Sondae en openbare vakansiedae*.—(a) Geen werk mag op 'n Sondag of openbare vakansiedag, soos in klousule 12 gespesifiseer, verrig word alvorens die toestemming van die Raad verkry is nie.

(b) Tyd wat op 'n Sondag of openbare vakansiedag verrig word, mag nie as deel van die gewone werkure of oortyd beskou word nie.

(6) *Etensonderbrekings*.—Na vyf uur werk moet 'n werknemer sy werknemer 'n onderbreking van een uur toelaat vir 'n maaltyd, en laasgenoemde moet daarvan gebruik maak, en gedurende sodanige onderbreking mag geen werk verrig word nie; met dien verstande dat indien 'n werknemer 'n werknemer verplig om langer as een uur vir 'n ete te neem, alle tyd oor een uur as deel van die gewone werkure gereken moet word.

(7) *Ruspouses*.—'n Werkgever mag nie sy werknemer verplig of toelaat om op so 'n manier te werk dat hy nie minstens 12 agtereenvolgende ure rus in enige tydperk van 24 uur, gereken van die tyd waarop die werknemer op enige dag begin werk, kan geniet nie.

(8) Eienaar-bestuurders moet dieselfde weerkure en beperkings nakom as wat vir 'n werknemer voorgeskryf is.

11. LOGBOEK.

(1) 'n Werkgever moet aan elke bestuurder in sy diens 'n daaglikse logboek met duplikaatfolio's in die vorm van Aanhangel E vir gebruik deur die bestuurder verskaf en toesien dat hy daarvan voorsien bly.

(2) 'n Bestuurder of eienaar-bestuurder moet elke dag se werk aantekene en die logboek in duplo in die voorgeskrewe vorm op datum hou.

(3) 'n Bestuurder moet na voltooiing van elke dag se werk waarop dit betrekking het 'n oorspronklike folio van die logboekrekord vir daardie dag aan sy werkgever oorhandig wat dit in ontvangs moet neem en bewaar.

(4) Ingevalde oorspronklike folio's van die daaglikse logboek moet deur die werkgever vereis en verkry word van elke bestuurder in sy diens gedurende elke week voordat daardie bestuurder se loon vir genoemde week aan hom uitbetaal word.

(5) Oorspronklike folio's van die daaglikse logboek moet deur die werkgever of eienaar-bestuurder by sy geregistreerde besighedsadres gehou word vir 'n tydperk van die jaar na die datum van voltooiing daarvan.

(6) As 'n defek eenmaal deur die bestuurder in die logboek aangeteken en die betrokke folio aan die werkgever oorhandig is, sal daar geag word dat die werkgever bewus is van sodanige defek.

(7) 'n Bestuurder moet in besit wees van 'n logboek met ingevulde duplikaat en ongebruikte folio's terwyl hy in beheer van sy voertuig is.

(8) Besonderhede moet deur die bestuurder in die logboek aangeteken word soos hulle voorkom.

(9) 'n Eienaar-bestuurder moet ook die bepalings nakom wat vir 'n bestuurder in hierdie klousule voorgeskryf is.

12. OPENBARE VAKANSIEDAE.

(1) 'n Werkgever moet aan sy werknemer verlof met volle betaling toestaan op die volgende openbare vakansiedae: Nuwejaarsdag, Goede Vrydag, Hemelvaartsdag, Gelofte-dag, Kersdag en Tweede Kersdag.

(2) Wanneer een van hierdie dae op 'n Sondag val, moet die Maandag wat daarop volg as 'n openbare vakansiedag beskou word en wanneer Tweede Kersdag op 'n Maandag val, moet die Dinsdag wat daarop volg as 'n openbare vakansiedag beskou word.

13. JAARLIKSE VERLOF.

(1) 'n Werkgever moet aan sy werknemer drie agtereenvolgende weke verlof met volle betaling ten opsigte van elke voltooiende jaar diens by dieselfde werkgever toestaan, en die werknemer moet dit aanneem; met dien verstande dat—

- (a) die verlof nie met 'n tydperk wanneer 'n werknemer militêre opleiding ondergaan, mag saamval nie;
- (b) as die openbare vakansiedae in klousule 12 gespesifiseer, binne dié verlof val, dié openbare vakansiedae by genoemde tydperk gevoeg moet word as 'n verdere tydperk van verlof met betaling; en

(2) *Overtime*.—All hours worked in excess of the ordinary working hours prescribed herein shall be deemed to be overtime.

(3) *Limitation of Overtime*.—An employer shall not require or permit an employee to work overtime for more than—

- (a) two hours on any one day;
- (b) nine hours in any one week;

provided that the provisions of this sub-clause shall not apply in respect of the performance of essential services.

(4) *Calculation of Overtime*.—(a) Overtime in respect of a weekly employee shall be calculated on the basis of the weekly total of overtime worked.

(b) Overtime in respect of a casual employee shall be calculated on the basis of the daily total of overtime worked and any fraction of an hour shall be calculated on a *pro rata* basis.

(5) *Sunday and Public Holiday Work*.—(a) No work shall be performed on a Sunday or a public holiday, specified in clause 12, without prior permission being obtained from the Council.

(b) Time worked on a Sunday or public holiday shall not be reckoned as part of the ordinary working hours or overtime.

(6) *Meal Intervals*.—An employer shall allow his employee, and the latter shall take one hour for a meal after 5 hours work during which interval no work shall be performed; provided that if an employer requires any employee to take more than one hour for a meal all time in excess of one hour shall be reckoned as part of the ordinary working hours.

(7) *Rest Periods*.—An employer shall not require or permit an employee so to work that the employee has less than twelve consecutive hours for rest in any period of twenty-four hours calculated from the time the employee starts work on any one day.

(8) An owner-driver shall observe the same hours of work and limitations as are prescribed for an employee.

11. LOG-BOOK.

(1) An employer shall provide and keep every driver in his employ provided with a daily log-book with duplicate folios in the form of Annexure E, for the use of such driver.

(2) A driver or owner driver, shall in respect of each day's work record and keep the log-book in duplicate, in the form prescribed.

(3) A driver shall after completion of the day's work to which it relates deliver an original folio of the log-book record for that day to his employer, who shall receive and keep the same.

(4) Completed original folios of the daily log-book shall be required and obtained by the employer from each driver in his employ during each week before that driver's pay for the said week is paid out.

(5) Original folios of the daily log-book shall be retained by the employer or owner driver at his registered business address for a period of three years subsequent to the date of its completion.

(6) Once details of a defective vehicle have been entered in the log-book by a driver and the relative folio handed to the employer, the employer shall be deemed to be aware of such defect.

(7) A driver must be in possession of a log-book with completed duplicate and unused folios whilst in charge of his vehicle.

(8) Particulars in the log-book must be recorded by the driver as they occur.

(9) An owner driver shall also observe the provisions prescribed for a driver in this clause.

12. PUBLIC HOLIDAYS.

(1) An employer shall grant his employee leave on full pay on the following public holidays: New Year's Day, Good Friday, Ascension Day, Day of the Covenant, Christmas Day and Boxing Day.

(2) Whenever any of these days falls on a Sunday the following Monday shall be regarded as a public holiday and whenever Boxing Day falls on a Monday the following Tuesday shall be regarded as a public holiday.

13. ANNUAL LEAVE.

(1) An employer shall grant his employee and the latter shall thereupon take three consecutive weeks leave on full pay in respect of each year of employment completed with the same employer; provided that—

- (a) the period of such leave shall not be concurrent with any period during which an employee is undergoing military training;
- (b) if the public holiday(s) specified in clause 12, fall within the period of such leave such public holiday(s) shall be added to the said period as a further period of leave of absence on full pay; and

- (c) 'n werkgewer enige geleentheidsverlof met volle betaling wat gedurende die 12 maande onmiddellik voor die datum waarop so 'n werknemer op jaarlikse verlof geregtig geword het, op die werknemer se eie versoek aan die werknemer toegestaan is, van sulke verlof kan aftrek; met dien verstande dat die tydperk van jaarlikse verlof nie korter as twee agtereenvolgende weke moet wees nie.
- (2) Alle bedrae van verlofbetalings moet deur die werkgewer in sy loonregister aangeteken word.
- (3) (a) 'n Werkgewer kan sy werknemer verplig of toelaat om die verlof in subklousule (1) genoem, te enige tyd binne twee maande na voltooiing van die jaar waarop die betrekking het, te neem.
- (b) Indien die verlof nie eerder toegestaan is nie, moet dit binne twee maande na voltooiing van die jaar diens waarop dit betrekking het toegestaan en geneem word, om te begin van 'n datum af wat deur die werkgewer bepaal word.
- (4) (a) *Pro rata betaling vir verlof*.—Aan 'n werknemer wie se dienskontrak in die eerste of enige daaropvolgende jaar diens by dieselfde werkgewer voor die voltooiing van sodanige jaar beëindig word, moet sy werkgewer by sodanige beëindiging ten opsigte van elke voltooiende maand d'ens 'n bedrag van minstens twaalf uur se besoldiging betaal (loon en L.K.T.).
- (b) Enige *pro rata* betaling vir verlof moet deur die werkgewer in sy loonregister aangeteken word.
- (5) Daar sal geag word dat diens enige tydperk of tydperke insluit waartydens 'n werknemer—
- (a) afwesig is met verlof ingevolge subklousule (1);
- (b) van werk afwesig is op las of versoek van sy werkgewer;
- (c) afwesig is met siekteverlof ingevolge klousule 14
- wat altesaam hoogstens tien weke in enige jaar beloop, plus enige tydperk van militêre opleiding wat in daardie jaar ondergaan is, en daar sal geag word dat dit begin het—
- (i) in die geval van 'n werknemer wat voor die inwerking-treding van hierdie Ooreenkoms op jaarlikse verlof ingevolge enige loonreëlingsmaatregel geregtig geword het, van die datum waarop sodanige werknemer laas op verlof geregtig geword het;
- (ii) in die geval van ander werknemers, van die datum waarop die werknemer by die werkgewer in diens gekom het.
- (6) *Verbeuring van onopgeëiste betaling vir verlof*.—Vyf jaar na die datum van ontvangs moet alle geld wat by die Raad inbetaal is as betaling vir verlof vir 'n werknemer ingevolge hierdie of enige ander loonreëlende maatregel, ten voordele van die Raad se fondse verbeurd verklaar word indien dit nie opgeëis of op 'n ander manier daarvoor beskik word nie.
- (7) Jaarlikse verlof of siekteverlof en kennistyd mag nie saamval nie.

14. SIEKTEVERLOF.

- (1) 'n Bestuurder wat na een maand se diens by dieselfde werkgewer afwesig is weens siekte of ongeluk wat nie kragtens die Ongevallewet, 1941, soos gewysig, vergoedbaar is of wat nie deur sy eie nalatigheid of wangedrag veroorsaak is nie, is geregtig op een dag siekteverlof met volle betaling vir elke voltooiende maand diens tot 'n totaal van vier-en-twintig dae siekteverlof vir vier-en-twintig maande onafgebroke diens in die onderneming; die betaling moet deur die Raad gedoen word uit die siekteverloffonds.
- (2) Na voltooiing van twee jaar diens in die onderneming moet loon en lewenskostoelae uit die siekteverloffonds vir twaalf dae aan 'n bestuurder betaal word, min betaling vir enige tydperk van siekteverlof wat werklik geneem en voor betaal is gedurende die eerste twaalf maande diens, en ten opsigte van die tweede twaalf maande diens moet die twaalf dae wat vir siekteverlof beskikbaar is, tot sy krediet geplaas word min enige tydperk van siekteverlof wat werklik geneem en voor betaal is gedurende die tweede twaalf maande; daarna, aan die einde van elke daaropvolgende tydperk van twaalf maande, moet die bestuurder uit die siekteverloffonds betaling ontvang vir die ongebruikte siekteverlof vir die eerste twaalf maande van elke tydperk van vier-en-twintig maande diens.
- (3) Geen siekteverlof wat deur 'n bestuurder geneem en geëis word, hoef betaal te word nie, tensy hy 'n mediese sertifikaat voorleë.
- (4) Alle werkgewers moet voor of op die 15de dag van elke maand 'n bedrag wat gelykstaan aan een dag se loon en lewenskostoelae ten opsigte van elke bestuurder wat gedurende die vorige maand by hom in diens was in 'n siekteverloffonds van die Raad stort. Besonderhede van sodanige betalings moet op vorm Aanghangsel D aangetoon word en aan die Sekretaris van die Raad, Rand Central 1414, Jeppestraat 165, Johannesburg, gestuur word.
- (5) Nadat bevredigende bewys gelewer is, betaal die Raad aan bestuurders hulle siekteverlofbetalings en/of kontantbonusse wanneer dit verskuldig word.
- (6) (a) Alle geld wat in die siekteverloffonds gestort word, moet op 'n spesiale rekening gedeponeer word wat op naam van die fonds by 'n bank en/of 'n inrigting wat deur die Raad goedgekeur is, voortgesit moet word;
- (b) alle geld wat aan die fonds behoort, kan van tyd tot tyd deur die Raad in Staatseffekte of op vaste deposito of op aanvraag by 'n bank of geregistreerde bougenootskap belê word; met dien verstande dat voldoende geld voorhande gehou moet word om onmiddellik aan opdragings te voldoen.

- (c) an employer may set off against such period of annual leave any days of occasional leave with full pay granted to his employee at the employee's own request during the twelve months immediately preceding the date on which such employee became entitled to annual leave; provided that the period of annual leave shall not be less than two (2) consecutive weeks.
- (2) All amounts of leave payments shall be recorded by the employer in his wage register.
- (3) (a) An employer may require or permit his employee to take the leave referred to in sub-clause (1) at any time within 2 months before the completion of the year to which it relates.
- (b) If such leave has not been granted earlier, it shall be granted and taken within two months of the completion of the year of employment to which it relates, commencing on a date to be fixed by the employer.
- (4) (a) *Pro Rata Leave Pay*.—An employee whose contract of employment terminates in the first or any subsequent year of employment with the same employer, before the completion of such year, shall, upon termination, be paid by his employer in respect of each completed month of employment an amount of not less than twelve hours remuneration (wage and cost of living allowance).
- (b) Any *pro rata* leave pay paid in terms of this sub-clause shall be recorded by the employer in his wage register.
- (5) Employment shall be deemed to include any period or periods during which an employee is—
- (a) absent on leave in terms of sub-clause (1);
- (b) absent from work on the instructions or at the request of his employer;
- (c) absent on sick leave in terms of clause 14, amounting in the aggregate to not more than ten weeks in any year, plus any period of military training undergone in that year, and shall be deemed to commence—
- (i) in the case of an employee who had before the coming into force of this Agreement become entitled to annual leave in terms of any wage regulating measure, from the date on which such employee last became entitled to such leave;
- (ii) in the case of any other employee, from the date the employee enters his employer's service.
- (6) *Forfeiture of Unclaimed Leave Pay*.—Five years after date of receipt, all moneys paid to the Council as leave pay for an employee, in terms of this or any other wage regulating measure, shall, if not claimed or otherwise disposed of, be forfeited to the funds of the Council.
- (7) Neither annual leave nor sick leave and notice period shall run concurrently.

14. SICK LEAVE.

- (1) A driver who has completed one month's employment with the same employer and who is absent from work through sickness or accident other than an accident compensable under the Workmen's Compensation Act, 1941, as amended, or not caused by his own neglect or misconduct shall be entitled to sick leave on full pay at the rate of one day for each completed month of employment up to a total of twenty-four day's sick leave for twenty-four months continuous employment in the undertaking, the payment to be made by the Council from the sick leave fund.
- (2) After the completion of two years employment in the Undertaking, a driver shall be paid from the sick leave fund twelve day's wage and cost of living allowance, less any sick period actually taken and paid for during the first twelve months of his employment, and in respect of the second twelve months, twelve days available for sick leave purposes shall be placed to his credit, less any sick period actually taken and paid for during the second twelve months; thereafter, at the end of each succeeding twelve months period, the driver shall be paid from the sick leave fund the payment for the unused sick leave for the first twelve months of each period of twenty-four months employment.
- (3) No sick leave taken and claimed for by a driver need be paid for unless a medical certificate is produced by him.
- (4) All employers shall pay into a sick leave fund of the Council not later than the 15th day of each and every month, an amount equal to one day's wage and cost of living allowance for every driver employed during the preceding month. Details of such payments are to be specified on Form Annexure D, and forwarded to the Secretary of the Council, 1414 Rand Central, 165 Jeppe Street, Johannesburg.
- (5) The Council will, upon satisfactory evidence, pay the drivers all sick leave payments and/or cash bonuses as and when they become due.
- (6) (a) All moneys paid into the sick leave fund shall be deposited in a special account to be continued in the name of the fund at a bank and/or an institution approved by the Council.
- (b) Any moneys belonging to the fund may be invested by the Council from time to time in Government securities or on fixed deposit or on call with a bank or registered Building Society; provided that sufficient money be kept in such liquid form as will enable the Council to meet the fund's liabilities immediately it is called upon to do so.

BYLAE B.

LEERPLAN.

(1) Kort geskiedenis van verloskunde en verpleging.

(2) *Etiëk en beheer van verplegingspraktijk*.—Die betekenis van etiëk. Die invloed van verplegingsgeskiedenis en tradisie op professionele beheerstandaarde. Die fundamentele beginsels waarop alle goeie verpleging rus. Praktiese toepassing van hierdie beginsels op die verpleegster se werk en haar professie. Die verskillende wetlike verpligtinge wat op die verpleegster rus. Die Handelinge of Versuime wat deur die Suid-Afrikaanse Verpleegsters-raad voorgeskryf is. Die „Nightingale Pledge of Service”; die Etiese Kode van die „International Council of Nurses”.

(3) *Natuurkunde*.—’n Elementêre inleiding tot die volgende:—

- (a) Gasse, vloeistowwe en vaste stowwe. Oplossings en suspensies, filtrasie, presipitasie, kristallasie, diffusie en osmose.
- (b) Sure, basisse en soute. Neutralisasie.
- (c) Water, permanente en tydelike hardheid.
- (d) Die atmosfeer en atmosferiese druk. Die Barometer.
- (e) Digtheid.
- (f) Hitte en temperatuur. Fahrenheit- en Celsius-skale.
- (g) Gebruike en gevare van: suurstif, koolsuurgas, stikstofoksied.
- (h) Mate en gewigte: berekening en verdunning.

(4) *Anatomie en fisiologie*.—Die doel van die kursus is om aan kandidate ’n elementêre kennis te gee van die nageboortelike ontwikkeling, struktuur, posisie en funksies van die verskillende dele van die menslike liggaam, insluitende:—

- (a) *Inleiding*.
- (b) *Essensieel*.—Selle en weefsels, die rangskikking en elementêre geheel-struktuur van organe en hulle funksies; die liggaam as ’n geheel; die vernaamste holtes en hulle inhoud.
- (c) *Die geraamte*.—Name en posisies van groter bene; name en posisies van groepe kleiner beentjies (bv. pols-, voet-, werwel-); die skedel; die bekken; gewigte—soorte, geheel-struktuur en funksie.
- (d) *Die spierstelsel*.—Soorte spiere—willekeurige, onwillekeurige, hartspiere; manier van werking, naam en ligging van die volgende:—

Trapezius, sternokleidomastoid, deltoïd, biceps, triceps, diafragma, en as groepe: latissimus dorsi, psoas, die borsspier, buikwand; sacrospinalis, glutei, quadriceps femoris, die skenkelseninge as ’n groep, gastrocnemius, soleus, kuitspier, tussenribspiere en spiere van die bekkenbodem.

- (e) *Bloedsomloopstelsel*.—Die hart en sy funksie, sy holtes, hartsak, groot bloedvate, posisie en rigting van die vernaamste bloedvate van die liggaam; slagare, haarfate en are. Groot bloedsomloop, longbloedsomloop en die poortaarstelsel. Bloed, die bestanddele en funksies daarvan. Bloedvormende organe, beenmurg, milt, limfatiese kliere; pols, bloeddruk, bloeding en fisiologiese reaksie daarop. Limfstelsel. Kort verwysing na limfatiese dreinerings, limfkliere en hulle doel.
- (f) *Spysverteringstelsel*.—Eenvoudige anatomie en funksie van die spysverteringskanaal, mond, fariks, esofagus, maag, kleindarm, lewer, pankreas, grootdarm, borslimfbuis—alles in hooftrekke. Verteringsproses—meganies en chemies; absorpsie, assimilasië, ontlasting, die fekalië. (Ensiemwerking in besonderhede nie verlang nie.)
- (g) *Asemhalingstelsel*.—Eenvoudige anatomie van die lugweë—neus, neuskeelholte; larinks; lugpyp en bronchi; longe; borsvlies; diafragma. Meganismes en stelsels van asemhaling—in hooftrekke.

ANNEXURE B.

SYLLABUS.

(1) Short history of midwifery and nursing.

(2) *Ethics and Conduct of Nursing Practice*.—The meaning of ethics. The influence of nursing history and tradition on professional standards of conduct. The fundamental principles which underlie all good nursing. Practical application of these principles to the nurse's work and her profession. The various legal obligations placed upon the nurse. The Acts and Omissions prescribed by the South African Nursing Council. The Nightingale Pledge of Service; the Code of Ethics of the International Council of Nurses.

(3) *Physical Science*.—An elementary introduction of the following:—

- (a) Gases, liquids and solids. Solutions and suspensions, filtration, precipitation, crystallisation, diffusion, osmosis.
- (b) Acids, bases and salts. Neutralisation.
- (c) Water, permanent and temporary hardness.
- (d) The atmosphere and atmospheric pressure. The Barometer.
- (e) Density.
- (f) Heat and temperature. Fahrenheit and Centigrade scales.
- (g) Uses and dangers of: oxygen, carbon dioxide, nitrous oxide.
- (h) Weights and measures; calculation and dilution.

(4) *Anatomy and Physiology*.—The object of the course shall be to provide candidates with an elementary knowledge of the post-natal development, structure, position and functions of the various parts of the human body, including:—

- (a) *Introduction*.
- (b) *Essentials*.—Cells and tissues, the arrangement and elementary gross structure of organs and their functions; the body as a whole; chief cavities and their contents.
- (c) *Skeletal System*.—Names and positions of the larger bones; names and positions of groups of smaller bones (e.g. carpal, tarsal, vertebrae); the skull; the pelvis; joints—types, gross structure and function.
- (d) *Muscular System*.—Types of muscles—voluntary, involuntary, cardiac; mode of action, name and situation of the following:—
trapezius, sternocleidomastoid, deltoid, biceps, triceps, diaphragm, and as groups: latissimus dorsi, psoas, the pectoral, abdominal wall; sacrospinalis, glutei, quadriceps femoris, hamstrings as a group, gastrocnemius, soleus, peroneal, intercostal and pelvic floor muscles.
- (e) *Circulatory System*.—The heart and its function, its cavities, pericardial sac, great vessels, position and course of principal blood vessels of the body; arteries, capillaries and veins. Systemic, pulmonary and portal circulation. Blood, its constituents and functions. Blood-forming organs, bone marrow, spleen, lymphatic glands; pulse, blood-pressure, haemorrhage and physiological reaction thereto. Lymphatic system. Brief reference to lymphatic drainage, lymph glands and their purpose.
- (f) *Alimentary System*.—Simple anatomy and function of the alimentary tract, mouth, pharynx, oesophagus, stomach, small intestine, liver, pancreas, large intestine, thoracic duct—all in outline. Process of digestion—mechanical and chemical; absorption, assimilation, erection, faeces. (Detailed enzyme action not required.)
- (g) *Respiratory System*.—Simple anatomy of the respiratory tract—nose, nasopharynx; larynx; trachea and bronchi; lungs; pleura; diaphragm. Mechanisms and processes of respiration—in outline.

- (h) *Urinestelsel*.—Eenvoudige struktuur en funksie van die niere, ureters, blaas en uretra. Urine—normale bestanddele, soortlike gewig, reaksie en volume.
- (i) *Huidstelsel*.—Kort verwysing na die vel en sy funksies; hare en naels.
- (j) *Senuustelsel*.—Oorsig van die skedel en die ruggraat: Oorsig van inhoud; cerebrum, cerebellum, murg, rugstring, harsing- en rugmurgvliese en cerebrospinale vloeistof; hulle verwantskap en hoof funksies (besonderhede van struktuur nie verlang nie). Kort verwysing na spesiale gevoelsorgane; motoriese, sensoriese en outonomiese senuwees; posisie van die bo-armsenuwees en heiligbeenvleg, heupsenuwee, gesigs- en radiussenuwee; die funksies en 'n elementêre oorsig van die struktuur van die oog en die oor.
- (k) *Voortplantingstelsel*.
Manlik.—Kort oorsig van die struktuur en funksies.
Vroulik.—Indeling, eenvoudige struktuur en funksies van die inwendige en uitwendige organe en borste.
- (l) *Buislose stelsel*.—Kort oorsig van die posisie en funksies van die buislose kliere.

(5) *Noodhulp*.—Bloeding; uit slagare, are en haarfate; metodes om bloeding te stuit; vingerdruk-, aarpers- en ander metodes.

Noodbehandeling van wonde; asepsis, antiseptis.

Breuke, ontwrigtings en verstuitings; hulle tekens, simptome; soorte en behandeling.

Noodbehandeling vir skok, instorting en bewusteloosheid.

Besering aan die brein; instorting as gevolg van sterk drank; floute; histerie; hittedslag en uitputting as gevolg van hitte.

Noodhulp in gevalle van brand- en skroeiwonde; bevriesing; wonde; bite van diere; steke van insekte; slangbyt.

Noodgevalle.—Wat om te doen in gevalle van noodkindergeboorte, ophang, verstikking, verwurg, keelafsnij, verdrinking, vergiftiging, giftige gasse, brand.

Metodes van kunsmatige asemhaling. Algemene vergifte en teëgifte daarvoor.

Vreemde voorwerpe in die lugweë, slukderm, oor, oog, neus.

Noodmetodes van spalke aanwend, op lig en dra van beseerdes.

Vorbereiding vir ontvangs van ongelukgevalle; bedopmaak; uittrek van klere.

Aanwend van verbande.—Aanwend van driehoekverband en hangverbande; aanwend van rolverbande.

(6) *Higiëne*.—

(a) *Bakterieë*.—Toestande gunstig vir groei; verspreiding van infeksie; metodes van beheer.

(b) *Persoonlike higiëne*.—Die betekenis van gesondheid; fisiese aspekte—die waarde van voedsel, varslug, sonlig, oefening, ontspanning, houding, rus, sindelikheid; die uitskeiding van afvalprodukte; klere, die versorging van hande, voete, tande, hare, oë; geestelike aspek—die aanpassing by die omgewing en die maatskappy (veral medewerkers); onderlinge afhanklikheid van fisiese en geestelike gesondheid.

(c) *Higiëne in die huis*.—Sindelikheid; beheer oor plaas en parasiete; ventilasie; beligting; verwarming. Die versorging van voedsel, veral melk en water; verwysing na siektes deur voedsel versprei. Verwydering van huishoudelike afvalstowwe (op huishoudelike skaal).

(d) *Volksgesondheid* (slegs in breë trekke).—Die behoefte aan georganiseerde dienste in die gemeenskap—goeie watervoorsiening; beligting; verwydering van afvalstowwe; melkerie; slagpale; die voorkoming van infeksie; die daarstelling van klinieke, koorshospitale (insluitende tuberkulose en geslagsiektes) en disinfestasiestasies; die beheer van plaas; die verskaffing van ontspanningsgronde; die onderrig van die publiek in gesonde leefwyses.

(h) *Urinary System*.—Simple structure and function of kidneys, ureters, bladder and urethra. Urine—normal constituents, specific gravity, reaction and volume.

(i) *Integumentary System*.—Brief reference to the skin and its functions; hair and nails.

(j) *Nervous System*.—Outline of cranium and vertebral column: Outline of the contents: cerebrum, cerebellum, medulla, spinal cord, meninges and cerebrospinal fluid; their relationship and main functions (details of structure not required). Brief reference to organs of special sense; motor, sensory and autonomic nerves; position of brachial plexus and sacral plexus, sciatic nerve, facial and radial nerve; the functions of and an elementary outline of the structure of the eye and the ear.

(k) *Reproductive System*.

Male.—Brief outline of structure and functions.

Female.—Arrangement, simple structure and functions of the internal and external organs and breasts.

(l) *Endocrine System*.—Brief outline of the position and functions of the endocrine glands.

(5) *First Aid*.—Haemorrhage; arterial, venous and capillary; methods of arresting haemorrhage; digital pressure, tourniquet and other means.

Emergency treatment of wounds; asepsis, antiseptis.

Fractures, dislocations and sprains; their signs, symptoms; varieties and treatment.

Emergency treatment of shock, collapse and unconsciousness.

Injury to the brain; alcoholic collapse; fainting; hysteria; heat stroke and heat exhaustion.

First aid in cases of burns and scalds; frost bite; wounds; bites of animals; stings of insects; snake bite.

Emergencies.—What to do in cases of emergency child birth, hanging, choking, strangulation, cut throat, drowning, poisoning, poisonous gases, fire.

Methods of artificial respiration. Common poisons and their antidotes.

Foreign bodies in the air-passage, oesophagus, ear, eye, nose.

Improvised methods of splinting, lifting and carrying the injured.

Preparation for reception of accident cases; bedmaking; removal of clothes.

Bandaging.—Application of triangular bandage and slings; application of roller bandages.

(6) *Hygiene*.—

(a) *Bacteria*.—Conditions favourable to growth; spread of infection; methods of control.

(b) *Personal Hygiene*.—The meaning of health; physical aspects—the value of food, fresh air, sunlight, exercise, relaxation, posture, rest, cleanliness; the excretion of waste products; clothing, the care of hands, feet, teeth, hair, eyes; mental aspect—the adjustment to surroundings and society (particularly fellow workers); interdependence of physical and mental health.

(c) *Hygiene in the Home*.—Cleanliness; the control of pests and parasites; ventilation; lighting; heating. The care of food, especially milk and water; mention of food-borne diseases. Disposal of household refuse (on domestic scale).

(d) *Public Hygiene* (in outline only).—The need for organised services in the community—good water supply; lighting; disposal of refuse; dairies; abattoirs; the prevention of infection; the provision of clinics, fever hospitals (including tuberculosis and venereal diseases) and disinfecting stations; the control of pests; the provision of recreation grounds; the education of the public in healthy living.

(7) *Voedingsleer*.—Voedselvereistes van die liggaam; proteïene; koolhidrate; sellulose; vette en water; minerale soute en vitamïnes; kaloriëwaardes; die samestelling van diëte; die voorbereiding van daaglikse spyskaarte; eenvoudige kookmetodes en die uitwerking van kook; dieetbeplanning in verhouding tot verskillende gemeenskappe; die invloed van maatskaplike en kulturele gewoontes; afhanklikheid van alle voeding van grondbewaring.

(8) *Teorie en praktyk van elementêre verpleging*.—

(a) *Menslike verhoudings*.—Die grondslag van geestesgesondheid; moeder en kind; verhouding tot vader en familie; die skoolkind; puberteit en adolessensie; die jong volwassene; die middeljarige; ouderdom. (Moet op elementêre vlak geleer word.)

(b) *Die Pasiënt*.

(i) *Toelating en observasie van pasiënt*.—Voorbereiding vir ontvangs; toelating; bewaring van besittings; waarneming van liggaamlike abnormaliteite. Temperatuur; pols; asemhaling; urine; stoelgange; vaginale uitskeidings; braaksel; sputum; hoës; slaap; eetlus; vel; kleur; mond; posisie; geestetoestand en bewussyn.

(ii) *Algemene versorging van pasiënt (suigelinge inbegrepe)*.—Bad—bed, badkamer, afspoon, bad van babas. Versorging van—mond, neus, oë, ore, hare, naels, drukplekke en druksere. Opmaak van beddens en die gebruik van alle bykomstighede. Gebruik van warmwatersakke en ander maniere om 'n bed te verwarm en die gevare daaraan verbonde. Pasiënte in posisie plaas, diëte voorskryf. Opdis van maaltye, voer van die hulpelose pasiënt, voer van babas. Om die pasiënt te laat opstaan. Ontslag van pasiënt. Uittê van dooies.

(iii) *Spesiale behandelings en prosedures*.—Lawemente; insit van flatusbuis; afdep van die vulva; uitspoelings; bespoelings; suurstof-terapie; warm omslae; warm pappe; plaaslike aanwendings; versorging van wonde, brandwonde en skroeiwonde; behandeling van skok en bloeding. Neem van bloeddruk; kateterisasie; aanwend van verbande; verwydering van proppe en buise; kunsmatige voeding.

(iv) *Verplegingstegnieke ten opsigte van*—bloed-oortappings en binnearse terapie; suiging en dreinerings; lendeunksies.

(v) *Versorging voor en na 'n operasie*.

(vi) *Voorbereiding vir ondersoek van pasiënt*.—Algemeen; vaginaal; rektaal.

(vii) *Versamel van monsters vir ondersoek*.—Depers en bloedsmeere; bloed; sputum; urine; maaginhoud; die fekalie.

(viii) *Urinetoetse*.

(ix) *Medisyne en gewoontevormende middels*.—Reëls betreffende die hou en gee van gewoontevormende middels en vergifte. Reëls betreffende die hou en gee van medisynes. Metodes van toediening—per mond, per rektum, inspuitings, infusies, instillasies, insmerings, inasemings, steekpille. Berekening van geneesmiddels en bereiding van oplossings. Waarneming van verkeerde uitwerking van geneesmiddels in algemene gebruik; spesiale verplegingsversorging van pasiënte aan wie geneesmiddels met 'n spesifieke uitwerking toegedien is; vergifte en teëmiddels.

(c) *Algemeen*.

(i) *Sterilisasie*.—Beginsels en metodes, met besondere aandag aan die steriliseer van instrumente, spuite en trommels. Asepsie, insluitende die versorging en dra van gummihandskoene; antiseptiese middels; ontsmettingsmiddels.

(ii) *Verslae uitskryf en verslag doen*.

(iii) *Hou van saal- en pasiëntrekords*.

(7) *Nutrition*.—Food requirements of the body; proteins; carbohydrates; cellulose; fats and water; mineral salts and vitamins; calory values; the composition of diets; the preparation of daily menus; simple cooking methods and the effect of cooking; diet planning in relation to various communities; the effect of social and cultural customs; dependence of all nutrition on the preservation of the soil.

(8) *Theory and Practice of Elementary Nursing*.—

(a) *Human Relations*.—The basis of mental health; mother and child; relationship with father and family; the school child; puberty and adolescence; the young adult; middle age; old age. (To be taught on an elementary level.)

(b) *The Patient*.

(i) *Admission and Observation of Patient*.—Preparation for reception; admission; care of effects; observation of physical abnormalities. Temperature; pulse; respiration; urine; stools; vaginal discharges; vomitus; sputum; cough; sleep; appetite; skin; colour; mouth; position; state of mind and consciousness.

(ii) *General Care of Patient (including Infants)*.—Bathing—bed, bathroom, sponging, bathing of infants. Care of—mouth, nose, eyes, ears, hair, nails, pressure parts and pressure sores. Bedmaking and use of all accessories. Use of hot water bottles and other means of warming a bed and their dangers. Positioning of patients. Ordering of diets. Serving of meals, feeding the helpless patient, feeding of infants. Getting patient up. Discharge of patient. Laying out the dead.

(iii) *Special Treatments and Procedures*.—Enemata; passing of flatus tube; vulval swabbing; douching; irrigation; oxygen therapy; fomentations; poultices; local applications; care of wounds, burns and scalds; treatment of shock and haemorrhage. Taking of blood pressure; catheterisation; bandaging; removal of plugs and tubes; artificial feeding.

(iv) *Nursing Techniques in respect of blood transfusion and intravenous therapy*; suction and drainage; lumbar punctures.

(v) *Pre- and Post-operative Care*.

(vi) *Preparation for Examination of Patient*.—general; vaginal; rectal.

(vii) *Collection of Specimens for Examination*.—Swabs and smears; blood; sputum; urine; gastric contents; faeces.

(viii) *Urine Testing*.

(ix) *Medicines and Habit-forming Drugs*.—Rules regarding keeping and giving of habit-forming drugs and poisons. Rules regarding keeping and giving of medicines. Methods of administration—oral, rectal, injections, infusions, instillations, inunctions, inhalations, suppositories. Calculation of drugs and preparation of solutions. Observation of untoward effects of drugs in common use; special nursing care of patients to whom drugs with specific action have been administered; poisons and antidotes.

(c) *General*.

(i) *Sterilisation*.—Principles and methods, with special attention to the sterilisation of instruments, syringes and drums. Asepsis, including the care of, and wearing of rubber gloves; antiseptics; disinfectants.

(ii) *Writing and Giving Reports*.

(iii) *Keeping of Ward and Patients' Records*.

- (iv) *Neem, aanteken en uitvoer van geneeshere se bevele.*
- (v) *Saalbestuur.*—Skoonmaak van saal en meubels. Toesig oor bediendes. Bestel van toerusting, metode van aanvulling, apteek. Die doeltreffende gebruik van tyd en materiaal. Die versorging van—gewone instrumente, linne, beddegoed, meubels, gummi-, glas- en politeenartikels en -toerusting, elektriese toerusting. Gevare verbonde aan die gebruik van elektriese toerusting, hitte en suurstof en brandgevaar.
- (9) *Bakteriologie.*—Kort geskiedenis; soorte en manier van voortplanting van bakterieë; bakteriële toksiene; hoe hulle toegang tot die liggaam verkry en uitgeskei word; skadelike en onskadelike bakterieë; werk van nuttige bakterieë; toestande wat groei beïnvloed; hoë en lae temperatuur, klam en droë hitte, lig en chemikalieë; erobe en anerobe; uitwerking van chemikalieë op bakterieë; weerstand van liggaam teen bakterieë.
- (10) Die geskiedenis en etiek van verloskunde; die rol van die vroedvrou as 'n leermeesteres; die regulasies betreffende die handelings of versuime deur geregistreerde verpleegsters en geregistreerde vroedvroue waarvan die Raad kennis mag neem.
- (11) Die betekenis van moedersterfte, sieklikheid van die moeder, sterfte van die pasgeborene, suigelingsterfte, doodgeboorte, aborsie; registrasie van geboortes, doodgeboortes en sterfgevälle ingevolge die Wet op die Registrasie van Geboortes, Huwelike en Sterfgevälle; kennisgewing van geboortes en doodgeboortes ooreenkomstig die Volksgesondheidswet, 1919, soos gewysig.
- (12) Die belangrikheid daarvan om behoorlike rekords ten opsigte van sowel die moeder as die kind te hou.
- (13) Anatomie en fisiologie in verhouding tot verloskunde—die vroulike bekken; die voortplantingstelsel; die urienstelsel.
- (14) *Die fetus.*—Die ontwikkeling van die fetus; die fetale sirkulasie; die fetale skedel; die skapula.
- (15) Die fisiologie, diagnose en beheer van normale swangerskap. Hoe om die pasiënt te ondervra; die belangrikheid van die verhouding tussen die vroedvrou en die pasiënt; die vroedvrou as die moederfiguur; die behoefte aan 'n simpatieke benadering, die erkenning van die pasiënt as 'n individu en dat aan haar die geleentheid gebied word om probleme te bespreek. Onderrig van die verwagte moeder om die vrees van die onbekende te verminder, insluitende 'n eenvoudige verduideliking van swangerskap en geboorte en eenvoudige onderrig in baba-versorging. Die belangrikheid van die liefde en belangstelling van albei die ouers vir die welvaart van die kind; die nodigheid daarvan om die vader waar moontlik in te sluit. Die higiëne van swangerskap; ontspanning en eenvoudige voorgeboortelike oefeninge. Die versorging en ondersoek van die swanger vrou, insluitende die ondersoek van urine, die berekening van die bloeddruk en toename in gewig; die belangrikheid van bloedtoetse en die betekenis van die bevindings.
- (16) Voedingsvereistes gedurende swangerskap en die soogtydperk.
- (17) Die tekens en simptome van die siektes en komplikasies van swangerskap; die voorkoming, versorging en behandeling daarvan, insluitende die spesiale verplegingsversorging benodig vir pasiënte wat aan diabetes, hartkwale, tuberkulose en nefritis ly.
- (18) Die oorsake van infeksie en die voorkoming daarvan; asepsie; antiseptiese middels in verloskunde en die bereiding en gebruik daarvan; ontsmetting van die persoon, klerasie en instrumente.
- (19) Die fisiologie, meganisme en behartiging van normale swangerskap; die belangrikheid van die moeder se moraal; die belangrikheid van die verhouding tussen die vroedvrou en die pasiënt en die nodigheid van gedurige gerusstelling en aanmoediging, met spesiale verwysing na die ongehude moeder; die nodigheid daarvan dat iemand gedurende die bevalling by die pasiënt moet wees en dat aan haar verduidelik moet word dat die bevalling bevredigende vordering maak en hoekom die prosedures nodig is; die emosionele toestand van 'n vrou in kraam—hipersensitief, pas alles wat gesê word op haarself toe en

- (iv) *Taking, Recording and Carrying Out of Doctors' Orders.*
- (v) *Ward Management.*—Cleaning of ward and furniture. Supervision of domestic staff. Ordering of equipment, method of renewal, dispensary. The efficient use of time and materials. The care of—common instruments, linen, bedding, furniture, rubber, glass and polythene articles and equipment, electrical equipment. Dangers attached to the use of electrical equipment, heat and oxygen and fire hazards.
- (9) *Bacteriology.*—Brief history; classes and mode of reproduction of bacteria; bacterial toxins; mode of entry and discharge from body; pathogenic and non-pathogenic; work of useful bacteria; conditions affecting growth; high and low temperatures, moist and dry heat, light and chemicals; aerobes and anaerobes; effects of chemical agents on bacteria; defence of body against bacteria.
- (10) The history and ethics of midwifery; the role of the midwife as an educator; the regulations regarding the acts and omissions by registered nurses and registered midwives of which the Council may take cognisance.
- (11) The meaning of maternal mortality, maternal morbidity, neo-natal mortality, infant mortality, still-birth, abortion; registration of births, still-births and deaths under the Births, Marriages and Deaths Registration Act; notification of births and still-births in terms of the Public Health Act, 1919, as amended.
- (12) The importance of keeping proper records in relation to both mother and child.
- (13) Anatomy and physiology in relation to midwifery—the female pelvis; the reproductive system; the urinary system.
- (14) The foetus: The foetal development; the foetal circulation; the foetal skull; the scapula.
- (15) The physiology, diagnosis and management of normal pregnancy. How to interview the patient; the importance of the relationship between the midwife and the patient; the midwife as the mother figure; the need for a sympathetic approach, the recognition of the patient as an individual and for her to be given the opportunity of discussing problems. Education of the expectant mother to allay the fear of the unknown, including a simple explanation of pregnancy and labour and the simple instruction in baby care. The importance of the love and interest of both parents to the well-being of the child; the need to include the father wherever possible. The hygiene of pregnancy; relaxation and simple ante-natal exercises. The care and examination of the pregnant woman, including the examination of urine, the estimation of the blood pressure and increase in weight, the importance of blood tests and the significance of the findings.
- (16) Nutritional requirements during pregnancy and lactation.
- (17) The signs and symptoms of the diseases and complications of pregnancy; their prevention, care and treatment, including the special nursing care required by the patients suffering from diabetes, cardiac diseases, tuberculosis and nephritis.
- (18) The causes of infection and its prevention; asepsis; antiseptics in midwifery and their preparation and use; disinfection of the person, clothing and appliances.
- (19) The physiology, mechanism and management of normal labour; the importance of the mother's morale; the importance of the relationship between the midwife and the patient and the need for constant reassurance and encouragement, with special reference to the unmarried mother; the need for somebody to be with the patient during labour and for explaining to her that labour is progressing satisfactorily and why procedures are necessary; the emotional state of a woman in labour—hyper-sensitive, applying everything said as relating to herself

Aanhangsel/Annexure B.

NYWERHEIDSRAAD
VIR DIE MOTORVERVOERONDERNEMING
(GOEDERE).

INDUSTRIAL COUNCIL
FOR THE MOTOR TRANSPORT UNDERTAKING
(GOODS).

KENNISGEWING VAN VERANDERING VAN WERKNEMERS.
NOTICE OF CHANGE OF EMPLOYEES.

Naam van werkgewer
Employer's Name

Naam van besigheid
Name of Business

Adres van besigheid
Address of Business

Naam van bestuurder. Name of Driver.	Datum van indiensneming. Date Engaged.	Datum van diensbeëindiging. Date of Termina- tion of em- ployment.	Loonskaal. Rate of Wages.	Rede vir diensbeëindiging. Reasons for Termination of Employment.

Datum/Date

Handtekening van werkgewer/Signature of Employer.

Aanhangsel/Annexure C.

NYWERHEIDSRAAD
VIR DIE MOTORVERVOERONDERNEMING
(GOEDERE).

INDUSTRIAL COUNCIL
FOR THE MOTOR TRANSPORT UNDERTAKING
(GOODS).

DIENSSERTIFIKAAT.
CERTIFICATE OF SERVICE.

Datum/Date

Naam van werkgewer
Employer's Name

Naam van besigheid
Business Name

Adres van besigheid
Business Address

Bestuurder se naam
Driver's Name

Bestuurder se adres
Driver's Address

No. van vakverenigingskaart of ander persoonsno.
Union Card No. or other identity No.

Datum van diensaanvaarding
Date Service Commenced

Datum van diensbeëindiging
Date Service Terminated

Lone betaal (sonder lewenskoste)
Wages Paid (excluding Cost of Living)

Verlofgeld betaal
Leave Pay Paid

Opmerkings
Remarks

Vorige werkgewer
Previous Employer

Handtekening van werkgewer/Employer's Signature.

- (a) Oorspronklike moet aan werknemer oorhandig word.
(b) Duplikaat moet deur die werkgewer gehou word.
(c) Afskrif moet binne 24 uur aan die Sekretaris van die Nywerheidsraad gestuur word.

- (a) Original to be handed to employee.
(b) Duplicate to be kept by employer.
(c) Copy to be forwarded to the Secretary of the Industrial Council within 24 hours.

NYWERHEIDSRAAD
VIR DIE MOTORVERVOERONDERNEMING
(GOEDERE).

Telefoon 23-7585.

INDUSTRIAL COUNCIL
FOR THE MOTOR TRANSPORT UNDERTAKING
(GOODS).

Telephone 23-7585.

212 Fleetway House, 208 Breestraat/Street, Johannesburg.

OPGAWE VAN HEFFINGS VERSKULDIG AAN DIE NYWERHEIDSRAAD VIR DIE MOTORVERVOERONDERNEMING
(GOEDERE).

RETURN OF LEVIES DUE TO THE INDUSTRIAL COUNCIL FOR THE MOTOR TRANSPORT UNDERTAKING (GOODS).

Vir die maand/e
For the month/s of _____

Naam van werkgewer of eienaar-bestuurder
Name of Employer or Owner-driver _____

Naam van besigheid
Name of business _____

Adres van besigheid
Address of business _____

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Naam van werknemer. Name of Employee.	Vakunie- no. Trade Union No.	Persoons- of bestuur- ders- lisensieno. Identity or Driver's Licence No.	Beroep. Occupation.	Aan- vang. Commence- ment.	Beëindi- ging. Termina- tion.	Heffing. Levies.	Sterfte- heffings. Death Levies.	Vakunie- bydrae. Trade Union Subscription.	Siekte- verlof betaling. Sick Leave Pay.

Heffings

Levies.....

Sterfteheffings

Death Levies.....

Vakuniebydrae

Trade Union Subscriptions.....

Siekteverlof betalings

Sick Leave Pay.....

Bydrae verskuldig aan Motor Transport Owner's Association
Subscriptions due to Motor Transport Owner's Association.

TOTALE BEDRAG

TOTAL AMOUNT.....£

Datum/Date.....

Handtekening van werkgewer/Signature of Employer. _____

Let Wel.—

- Tel die Vrydae in die maand en reken dan elke Vrydag as een week.
- Elke bestuurder in u diens betaal vir elke week 1s. 3d. en die werkgewer betaal 1s. 3d.
- Elke arbeider in u diens betaal elke week 1d. en die werkgewer betaal 1d.
- Eienaar-bestuurders betaal elke week 1s. 3d. vir hulself.
- In kolom (5) moet die datum van aanvangs van 'n nuwer werknemers se diens ingevul word.
- In kolom (6) moet die datum van beëindiging van 'n werknemer se diens ingevul word.
- Siekteverlof.*—Een dag se betaling vir elke voltooide maand diens per bestuurder, bereken teen 1/6de van 'n week se loon en lewenskostetoelae. Die werkgewer betaal die bedrag aan die Raad.

N.B.—

- Count the number of Fridays in the month and then reckon each Friday as a week.
- For each week each driver in your employ pays 1s. 3d. towards the expenses of the Council and the employer also pays 1s. 3d.
- For each week each labourer in your employ pays 1d. and the employer also pays 1d.
- Owner-drivers pay 1s. 3d. per week for themselves.
- In column (5) the date of commencement of employment for a new employee must be shown.
- In column (6) the date of termination of employment of the employee must be shown.
- Sick Leave.*—One day's pay for each completed month of service per driver, reckoned at 1/6th of the week's wages and Cost of Living Allowance. The employer pays this amount to the Council.

NYWERHEIDSRAAD
VIR DIE MOTORVERVOERONDERNEMING
(GOEDERE).

INDUSTRIAL COUNCIL
FOR THE MOTOR TRANSPORT UNDERTAKING
(GOODS).

Telefoon 23-7585.

Telephone 23-7585.

Datum
Date

Naam van werkgewer of eienaar-bestuurder
Name of Employer or Owner-driver

Naam van bestuurder
Name of Driver

Dagloon- of weekloonskaal
Daily or Weekly Wage Rate

Naam en identifikasienommer van arbeider(s)
Name and Identification Number of Labourer(s)

Voertuig, registrasienommer en sleepwa
Vehicle, Registration Number and Trailer

Onbelaste gewig (voertuig en sleepwaens saam)
Unladen Weight (Vehicle and Trailer combined)

Begintyd van werk
Time of Starting Work

vm./nm.
a.m./p.m.

Stakingstyd van werk
Time of Finishing Work

vm./nm.
a.m./p.m.

Getal gewone ure gewerk
Number of Ordinary Hours Worked

Getal oortydure gewerk
No. of Overtime Hours Worked

Etensure van
Meal Hours from

vm./nm. tot
a.m./p.m. to

vm./nm.
a.m./p.m.

Mylafstand gereis: begin
Mileage covered: commenced

einde
end

Totaal
Total

Breekstoppe, ongevalle, defekte en ander vertraginge
Breakdowns, Accidents, Defects and Other Delays

Ek, die ondergetekende, sertifiseer dat ek die bepalinge van klousule 2 van die Nywerheidsraadooreenkoms met betrekking tot
I, the undersigned, certify that I have carried out the provisions of clause 2 of the Industrial Agreement in respect of "Driver".

„bestuurder” nagekom het.

Handtekening van voertuigbestuurder/Signature of Driver.

Die bestuurder van bogenoemde voertuig het van my opdrag gekry om met die voertuig te ry ondanks die aangemelde defek/die
The driver of the above-mentioned vehicle has been instructed by me to take the vehicle on the road in spite of defect reported/the defects

defekte is herstel (skrap wat nie van toepassing is nie).
have been rectified (delete whichever does not apply.)

Handtekening van werkgewer, of behoorlik gemagtigde
vertegenwoordiger.
Signature of Employer or Duly Authorised Representative.

Datum
Date

Hoedanigheid/Capacity.

NYWERHEIDSRAAD VIR DIE MOTORVERVOERONDERNEMING (GOEDERE).
INDUSTRIAL COUNCIL FOR THE MOTOR TRANSPORT UNDERTAKING (GOODS).

Naam en adres van werkgever:
Employer's Name and Address:

Naam van werknemer
Employee's Name

Beroep
Occupation

Week eindigende/Week Ending

£ s. d.

Salaris/Wages..... Ure/Hrs.

L.K.T./C.O.L.A..... Ure/Hrs.

Oortyd/Overtime..... Ure/Hrs.

Sondae en vakansiedae
Sunday and Holiday Time..... Ure/Hrs.

Verblyftoelae/Subsistence.....

Verlofgeld/Leave Pay.....

TOTALE BEDRAG VERSKULDIG

TOTAL AMOUNT DUE.....

Min aftrekkings/Less Deductions:—

Werkloosheidversekering
Unemployment Insurance.....

Nywerheidsraadheffings
Industrial Council Levy.....

Vakverenigingsbydrae/Trade Union Dues.....

Assuransie/Insurance.....

Losies en inwoning/Board and Lodging.....

Personeelvoorskotte/Staff Advances.....

TOTALE AFTREKKINGS

TOTAL DEDUCTIONS.....

BEDRAG INGESLUIT (KONTANT)

AMOUNT ENCLOSED (CASH).....

Alle navrae aangaande besonderhede op
All queries regarding particulars on pay

betaalkoevert of geld daarin moet onmiddellik
envelope or money enclosed in pay envelope must

by die betaalmeester gedoen word, of binne
be made immediately to the person paying out,

sewe dae by die Nywerheidsraad.
or to the Industrial Council within seven days.

Aanhangsel/Annexure G.

NYWERHEIDSRAAD
VIR DIE MOTORVERVOERONDERNEMING
(GOEDERE).

INDUSTRIAL COUNCIL
FOR THE MOTOR TRANSPORT UNDERTAKING.
(GOODS).

KENNIS VAN BEÏNDIGING VAN DIENSKONTRAK.
[Ooreenkomstig klousule 16 (2) van die Ooreenkoms.]

NOTICE OF TERMINATION OF EMPLOYMENT.
[In terms of Clause 16 (2) of the Agreement.]

Hiermee word 'n week kennis gegee dat ek my/u dienskontrak beëindig.
I hereby tender one week's notice to terminate my/your employment.

Handtekening
Signature

Datum
Date

Handtekening van ontvanger
Signature of Recipient