



STAATSKOERANT

VAN DIE REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

GOVERNMENT GAZETTE

REGULASIEKOERANT No. 1151

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[No. 2483

GOEWERMENSKENNISGEWINGS

DEPARTEMENT VAN ARBEID

No. R. 1191 11 Julie 1969

WET OP VAKLEERLINGE, 1944, SOOS GEWYSIG
KOMITEE VIR VAKLEERLINGE IN DIE MEUBEL-
NYWERHEID, OOS-LONDEN.—INTREKKING EN
VOORSKRYWING VAN LEERVOORWAARDES

Ek, Marais Viljoen, Minister van Arbeid, verklaar
hierby, kragtens artikel 16 (4) *ter* van bogemelde Wet,
dat die bepalings van Goewermenskennisgewing R. 391
van 14 Maart 1969, behoudens die volgende verbeteringe,
in werking tree vanaf die datum van publikasie van
hierdie kennisgewing:—

In die Engelse teks vervang in—

(a) klousule 3 (c) (i) van die Voorwaardes die woord
“any” waar dit die eerste keer voorkom, deur die
woord “an”;

(b) klousule 7 van die Voorwaardes in item 1 van
die opleidingskursusse vir die ambag “Cabinetmaking
(including chairmaking and framemaking)” die woord
“an” deur die woord “and”; en

(c) klousule 7 van die Voorwaardes in item 2 (a) van
die opleidingskursusse vir die ambag “Upholstering”
die woord “substituted” deur die woord “substitutes”.

M. VILJOEN, Minister van Arbeid.

No. R. 1192 11 Julie 1969

WET OP VAKLEERLINGE, 1944, SOOS GEWYSIG
KOMITEE VIR VAKLEERLINGE IN DIE MEUBEL-
NYWERHEID, OOS-LONDEN.—INDIENSNEMING
EN BEEINDIGING VAN DIENSTE VAN MINDER-
JARIGES IN AANGEWESSE AMBAGTE

Ek, Marais Viljoen, Minister van Arbeid, trek hierby,
kragtens artikel 19 van bogemelde Wet, Goewermens-
kennisgewing 573 van 19 Maart 1948 in en verklaar dat
die bepalings van subartikel (2) van genoemde artikel met

A—42105

GOVERNMENT NOTICES

DEPARTMENT OF LABOUR

No. R. 1191 11 July 1969

APPRENTICESHIP ACT, 1944, AS AMENDED

EAST LONDON FURNITURE APPRENTICESHIP
COMMITTEE.—WITHDRAWAL AND PRESCRIP-
TION OF CONDITIONS OF APPRENTICESHIP

I, Marais Viljoen, Minister of Labour, hereby, in terms
of section 16 (4) *ter* of the above-mentioned Act, declare
that the provisions of Government Notice R. 391 of
14 March 1969, shall come into operation as from the
date of publication of this notice, subject to the
following corrections:—

In the English text substitute in—

(a) clause 3 (c) (i) of the Conditions the word “an”
for the word “any” where it appears for the first time;

(b) clause 7 of the Conditions in item 1 of the courses
of training for the trade Cabinetmaking (including chair-
making and framemaking) the word “and” for the word
“an”; and

(c) clause 7 of the Conditions in item 2 (a) of the
courses of training for the trade Upholstering the word
“substitutes” for the word “substituted”.

M. VILJOEN, Minister of Labour.

No. R. 1192 11 July 1969

APPRENTICESHIP ACT, 1944, AS AMENDED

EAST LONDON FURNITURE APPRENTICESHIP
COMMITTEE.—ENGAGEMENT AND TERMINA-
TION OF SERVICES OF MINORS IN DESIGNATED
TRADES

I, Marais Viljoen, Minister of Labour, hereby, in terms
of section 19 of the above-mentioned Act, withdraw
Government Notice 573 of 19 March 1948, and declare
that the provisions of subsection (2) of the said section

1—2483

ingang van die datum van publikasie van hierdie kennisgewing van toepassing is ten opsigte van al die aangewese ambagte in die nywerheid en gebied waarvoor bogemelde Komitee ingestel is by Goewermentskennisgewing 1292 van 23 Julie 1926 saamgelees met Goewermentskennisgewing 1833 van 3 November 1944, soos herpubliseer by Goewermentskennisgewing R. 390 van 14 Maart 1969.

M. VILJOEN, Minister van Arbeid.

No. R. 1193 11 Julie 1969

WET OP VAKLEERLINGE, 1944, SOOS GEWYSIG KOMITEE VIR VAKLEERLINGE IN DIE MEUBELNYWERHEID, TRANSVAAL.—INTREKKING EN VOORSKRYWING VAN LEERVOORWAARDES

Ek, Marais Viljoen, Minister van Arbeid, verklaar hierby, kragtens artikel 16 (4) *ter* van bogemelde Wet, dat die bepalings van Goewermentskennisgewing R. 393 van 14 Maart 1969 in werking tree vanaf die datum van publikasie van hierdie kennisgewing.

M. VILJOEN, Minister van Arbeid.

No. R. 1194 11 Julie 1969

WET OP VAKLEERLINGE, 1944, SOOS GEWYSIG KOMITEE VIR VAKLEERLINGE IN DIE MEUBELNYWERHEID, TRANSVAAL.—INDIENSNEMING EN BEEÏNDIGING VAN DIENSTE VAN MINDERJARIGES IN AANGEWESSE AMBAGTE

Ek, Marais Viljoen, Minister van Arbeid, trek hierby, kragtens artikel 19 van bogemelde Wet, Goewermentskennisgewings 2671 van 10 Desember 1948, 1745 van 21 Julie 1950 en 1888 van 27 Julie 1951 in en verklaar dat die bepalings van subartikel (2) van genoemde artikel met ingang van die datum van publikasie van hierdie kennisgewing van toepassing is ten opsigte van al die aangewese ambagte in die nywerheid en gebied waarvoor bogemelde Komitee ingestel is by Goewermentskennisgewing 2295 van 7 November 1947 soos herpubliseer by Goewermentskennisgewing R. 392 van 14 Maart 1969.

M. VILJOEN, Minister van Arbeid.

No. R. 1195 11 Julie 1969

WET OP NYWERHEIDSVERSOENING, 1956 TEKSTIELNYWERHEID, REPUBLIEK VAN SUID-AFRIKA

Ek, Marais Viljoen, Minister van Arbeid, verleng hierby kragtens artikel 48 (4) (a) (i) van die Wet op Nywerheidsversoening, 1956, die tydperk vasgestel in Goewermentskennisgewing R. 1102 van 8 Julie 1966, met 'n verdere tydperk van ses maande wat op 17 Januarie 1970 eindig.

M. VILJOEN, Minister van Arbeid.

DEPARTEMENT VAN GESONDHEID

No. R. 1180 11 Julie 1969

SUID-AFRIKAANSE APTEKERSKOMMISSIE REËLS BETREFFENDE DIE VORM EN METODE VAN EN DIE GELDE VIR REGISTRASIE VAN APTEKERSLEERLINGKONTRAKTE

Die Minister van Gesondheid het kragtens artikel 94 (4) van die Wet op Geneeshere, Tandartse en Aptekers, 1928 (Wet 13 van 1928), sy goedkeuring geheg aan die wysiging

shall from the date of publication of this notice apply in respect of all designated trades in the industry and area for which the above-mentioned Committee was established by Government Notice 1292 of 23 July 1926, read with Government Notice 1833 of 3 November 1944, as republished by Government Notice R. 390 of 14 March 1969.

M. VILJOEN, Minister of Labour.

No. R. 1193 11 July 1969

APPRENTICESHIP ACT, 1944, AS AMENDED APPRENTICESHIP COMMITTEE FOR THE FURNITURE INDUSTRY, TRANSVAAL.—WITHDRAWAL AND PRESCRIPTION OF CONDITIONS OF APPRENTICESHIP

I, Marais Viljoen, Minister of Labour, hereby, in terms of section 16 (4) *ter* of the above-mentioned Act, declare that the provisions of Government Notice R. 393 of 14 March 1969 shall come into operation as from the date of publication of this notice.

M. VILJOEN, Minister of Labour.

R. 1194 11 July 1969

APPRENTICESHIP ACT, 1944, AS AMENDED APPRENTICESHIP COMMITTEE FOR THE FURNITURE INDUSTRY, TRANSVAAL.—ENGAGEMENT AND TERMINATION OF SERVICES OF MINORS IN DESIGNATED TRADES

I, Marais Viljoen, Minister of Labour, hereby, in terms of section 19 of the above-mentioned Act, withdraw Government Notices 2671 of 10 December 1948, 1745 of 21 July 1950 and 1888 of 27 July 1951 and declare that the provisions of subsection (2) of the said section shall from the date of publication of this notice apply in respect of all designated trades in the Industry and area for which the above-mentioned Committee was established by Government Notice 2295 of 7 November 1947 as republished by Government Notice R. 392 of 14 March 1969.

M. VILJOEN, Minister of Labour.

No. R. 1195 11 July 1969

INDUSTRIAL CONCILIATION ACT, 1956 TEXTILE INDUSTRY, REPUBLIC OF SOUTH AFRICA

I, Marais Viljoen, Minister of Labour, hereby in terms of section 48 (4) (a) (i) of the Industrial Conciliation Act, 1956, extend the period fixed in Government Notice R. 1102 of 8 July 1966 by a further period of six months ending on 17 January 1970.

M. VILJOEN, Minister of Labour.

DEPARTMENT OF HEALTH

No. R. 1180 11 July 1969

SOUTH AFRICAN PHARMACY BOARD RULES RELATING TO THE FORM AND METHOD OF AND THE FEE FOR REGISTRATION OF CONTRACTS OF APPRENTICESHIP TO CHEMISTS AND DRUGGISTS

The Minister of Health has, in terms of section 94 (4) of the Medical, Dental and Pharmacy Act, 1928 (Act 13 of 1928), approved the amendment of the rules made

van die reëls wat deur die Suid-Afrikaanse Aptekers-kommissie kragtens artikel 94 (2) van die Wet opgestel is en wat by Goewermentskennisgewing R. 665 van 10 Mei 1963 afgekondig is, soos gewysig by Goewermentskennisgewings R. 1283 van 23 Augustus 1963, 373 van 13 Maart 1964, R. 1340 van 28 Augustus 1964, R. 1128 van 30 Julie 1965, R. 1205 van 5 Augustus 1966, R. 880 van 16 Junie 1967, R. 1337 van 1 September 1967 en R. 355 van 15 Maart 1968, soos volg:—

1. *Reël 14.*—Deur die byvoeging van die volgende verdere voorbehoud:—

“Met dien verstaande dat voltooiing van die leerling-kontrak nie aanvaar sal word nie voordat bevredigende bewys dat erkenning vir die vierde vak ontvang is aan die Registrateur voorgelê word.”

2. *Reël 22.*—Deur die invoeging na die woord “kontrak”, waar dit vir die laaste keer voorkom, van die woorde “ingevolge hierdie reëls”.

No. R. 1197 11 Julie 1969
DIE SUID-AFRIKAANSE GENEESKUNDIGE EN
TANDHEELKUNDIGE RAAD

WYSIGING VAN DIE REËLS BETREFFENDE DIE
REGISTRASIE VAN ADDISIONELE KWALIFIKASIES

Die Minister van Gesondheid het kragtens artikel 94 (4) van die Wet op Geneeshere, Tandartse en Aptekers, 1928 (Wet 13 van 1928), soos gewysig, sy goedkeuring geheg aan onderstaande wysiging van die reëls wat die Suid-Afrikaanse Geneeskundige en Tandheelkundige Raad kragtens artikel 94 (2) (h) van die Wet opgestel het en wat by Goewermentskennisgewing R. 1691 van 30 Oktober 1964, soos gewysig, afgekondig is:—

Deur die byvoeging van die volgende verdere kwalifikasies onder die opschrift:—

(a) *Geneeshere*

Eksaminerende liggaam	Kwalifikasie	Afkorting vir regi- strasie
Universiteit van St. l. nbosch	Magister in Geneeskunde (Ortopedie)	M.Med. (Orthop.) Univ. Stell.
	Magister in Geneeskunde (Urologie)	M.Med. (Urol.) Univ. Stell.
	Magister in Geneeskunde [Pathologie (Klinies)]	M.Med. (Clin. Path.) Univ. Stell.
	Magister in Geneeskunde [Patologie (Anatomies)]	M.Med. (Anat. Path.) Univ. Stell.
	Magister in Geneeskunde [Pathologie (Chemies)]	M.Med. (Chem. Path.) Univ. Stell.
	Magister in Geneeskunde [Patologie (Mikrobiologies)]	M.Med. (Mikrobiol. Path.) Univ. Stell.

DEPARTEMENT VAN HANDEL

No. R. 1181 11 Julie 1969

INVOERBEHEER

Ek, Nicolaas Diederichs, in my hoedanigheid van Waarnemende Minister van Ekonomiese Sake en handelende kragtens die bevoegdheid my verleen by die Wet op In- en Uitvoerbeheer, 1963 (Wet 45 van 1963), wysig hierby Goewermentskennisgewing R. 1963 van 25 Oktober 1968 soos volg:—

Paragraaf 1

(a) Skrap in kolom (1) “Weighing machinery (excluding balances of a sensitivity of five centigrammes or better), including weight-operated counting and checking

by the South African Pharmacy Board under section 94 (2) of the Act and published under Government Notice R. 665, dated 10 May 1963, as amended by Government Notices R. 1283, dated 23 August 1963; 373, dated 13 March 1964; R. 1340, dated 28 August 1964; R. 1128, dated 30 July 1965; R. 1205, dated 5 August 1966; R. 880, dated 16 June 1967; R. 1337, dated 1 September 1967 and R. 355, dated 15 March 1968, as follows:—

1. *Rule 14.*—By the addition of the following further proviso:—

“Provided further that the completion of the contract of apprenticeship shall not be accepted until satisfactory proof that a credit has been obtained in the fourth subject is submitted to the Registrar.”

2. *Rule 22.*—By the insertion after the word “completed” of the words “in terms of these rules”.

No. R. 1197 11 Julie 1969
THE SOUTH AFRICAN MEDICAL AND DENTAL
COUNCIL

AMENDMENT OF THE RULES REGARDING THE
REGISTRATION OF ADDITIONAL QUALIFICATIONS

The Minister of Health has, in terms of section 94 (4) of the Medical, Dental and Pharmacy Act, 1928 (Act 13 of 1928), as amended, approved the following amendment of the rules made by the South African Medical and Dental Council under section 94 (2) (h) of the Act and published under Government Notice R. 1691, dated 30 October 1964, as amended:—

By the addition of the following further qualifications under the heading:—

(a) *Medical Practitioners*

Examining authority	Qualification	Abbreviation for regis- tration
University of Stellenbosch	Master of Medicine (Or- thopaedics)	M.Med. (Orthop.) Univ. Stell.
	Master of Medicine (Urology)	M.Med. (Urol.) Univ. Stell.
	Master of Medicine [Pathology (Clinical)]	M.Med. (Clin. Path.) Univ. Stell.
	Master of Medicine [Pathology (Anatomical)]	M.Med. (Anat. Path.) Univ. Stell.
	Master of Medicine [Pathology (Chemical)]	M.Med. (Chem. Path.) Univ. Stell.
	Master of Medicine [Pathology (Microbiological)]	M.Med. (Microbiol. Path.) Univ. Stell.

DEPARTMENT OF COMMERCE

No. R. 1181 11 Julie 1969

IMPORT CONTROL

I, Nicolaas Diederichs, in my capacity as Acting Minister of Economic Affairs and acting by virtue of the powers vested in me by the Import and Export Control Act, 1963 (Act 45 of 1963), hereby amend Government Notice R. 1963, dated 25 October 1968, as follows:—

Paragraph 1

(a) Delete in column (1) “Weighing machinery (excluding balances of a sensitivity of five centigrammes or better), including weight-operated counting and checking

machines, but excluding weighbridges; weighing machine weights of all kinds", in kolom (2) daarteenoor "Ex 84.20" en in kolom (3) "Weegtoestelle (uitgesonderd balkskale met 'n gevoeligheid van vyf sentigram of gevoeliger), met inbegrip van tel- en kontroleermasjiene deur gewigte geaktueer, maar uitgesonderd weegbrûe; weegtoestelgewigte van alle soorte";

(b) skrap in kolom (1) "Balances with or without their weights", in kolom (2) daarteenoor "90.15" en in kolom (3) "Balkskale met of sonder gewigte daarvoor";

(c) teenoor "Ex 90.26" in kolom (2), skrap in kolom (1) "Gas supply and-" en in kolom (3) "Gastoevoer en-".

Paragraaf 4 (b)

(a) Voeg by in kolom (1) "Graduated or calibrated pharmaceutical glassware", daarteenoor in kolom (2) "Ex 70.17" en in kolom (3) "Gegradueerde of gekalibreerde farmaseutiese glasware";

(b) voeg by in kolom (1) "Pumps of the kind commonly used for the delivery of petrol or lubricating oil, fitted with measuring devices", daarteenoor in kolom (2) "Ex 84.10" en in kolom (3) "Pompe van die soort gewoonlik gebruik vir die lewering van petrol of smeerolie, met meettoestelle toegerus";

(c) voeg by in kolom (1) "Weighing machinery including weighing machine weights of all kinds", daarteenoor in kolom (2) "Ex 84.20" en in kolom (3) "Weegtoestelle met inbegrip van weegtoestelgewigte van alle soorte";

(d) voeg by in kolom (1) "Balances of a sensitivity of five centigrammes or better, with or without their weights", daarteenoor in kolom (2) "90.15" en in kolom (3) "Balkskale met 'n gevoeligheid van vyf sentigram of gevoeliger, met of sonder gewigte daarvoor";

(e) voeg by in kolom (1) "Gas supply meters", daarteenoor in kolom (2) "Ex 90.26" en in kolom (3) "Gastoevoermeters";

(f) voeg by in kolom (1) "Water supply meters for use with piping with an inside diameter not exceeding one inch", daarteenoor in kolom (2) "Ex 90.26" en in kolom (3) "Watertoevoermeters vir gebruik met pypleiding met 'n binnedeursnee van hoogstens een duim."

N. DIEDERICH, Waarnemende Minister van
Ekonomiese Sake.

Verduidelikende opmerkings.—1. As gevolg van die beoogde metrisering van mate en gewigte is dit noodsaaklik om die invoer van goedere in hierdie kennisgewing genoem tydelik te beheer om die koste van die oorskakeling sover moontlik te beperk.

2. Invoerpermitte vir goedere in hierdie kennisgewing genoem sal vrylik toegestaan word mits dit metrieke mate of gewigte is, of instrumente is wat in die maateenhede van die metrieke stelsel gekalibreer of gradueer is.

3. Aansoeke om invoerpermitte vir goedere in hierdie kennisgewing genoem mag te eniger tyd ingedien word.

machines, but excluding weighbridges; weighing machine weights of all kinds", in column (2) opposite thereto "Ex 84.20" and in column (3) "Weegtoestelle (uitgesonderd balkskale met 'n gevoeligheid van vyf sentigram of gevoeliger), met inbegrip van tel- en kontroleermasjiene deur gewigte geaktueer, maar uitgesonderd weegbrûe; weegtoestelgewigte van alle soorte";

(b) delete in column (1) "Balances with or without their weights", in column (2) opposite thereto "90.15" and in column (3) "Balkskale met of sonder gewigte daarvoor";

(c) opposite "Ex 90.26" in column (2), delete in column (1) "Gas supply and-", and in column (3) "Gastoevoer en-".

Paragraph 4 (b)

(a) Add in column (1) "Graduated or calibrated pharmaceutical glassware" opposite thereto in column (2) "Ex 70.17" and in column (3) "Gegradueerde of gekalibreerde farmaseutiese glasware";

(b) add in column (1) "Pumps of the kind commonly used for the delivery of petrol or lubricating oil, fitted with measuring devices", opposite thereto in column (2) "Ex 84.10" and in column (3) "Pompe van die soort gewoonlik gebruik vir die lewering van petrol of smeerolie, met meettoestelle toegerus";

(c) add in column (1) "Weighing machinery including weighing machine weights of all kinds", opposite thereto in column (2) "Ex 84.20" and in column (3) "Weegtoestelle met inbegrip van weegtoestelgewigte van alle soorte";

(d) add in column (1) "Balances of a sensitivity of five centigrammes or better, with or without their weights", opposite thereto in column (2) "90.15" and in column (3) "Balkskale met 'n gevoeligheid van vyf sentigram of gevoeliger, met of sonder gewigte daarvoor";

(e) add in column (1) "Gas supply meters", opposite thereto in column (2) "Ex 90.26" and in column (3) "Gastoevoermeters";

(f) add in column (1) "Water supply meters for use with piping with an inside diameter not exceeding one inch", opposite thereto in column (2) "Ex 90.26" and in column (3) "Watertoevoermeters vir gebruik met pypleiding met 'n binnedeursnee van hoogstens een duim."

N. DIEDERICH, Acting Minister of Economic Affairs.

Explanatory notes.—1. With a view to the proposed metrication of weights and measures it is necessary to control temporarily the importation of goods mentioned in this notice in order to minimise the costs of conversion as far as possible.

2. Import permits for goods mentioned in this notice will be granted freely provided they are metric weights or measures, or instruments which are calibrated or graduated according to metric denominations.

3. Applications for import permits for goods mentioned in this notice may be submitted at any time.

DEPARTEMENT VAN KULTUURSAKE.

No. 1168

11 Julie 1969

WET OP KULTURELE INRIGTINGS, 1969.— REGULASIES

Kragtens die bevoegdheid hom by artikel 15 van die Wet op Kulturele Inrigtings, 1969 (Wet 29 van 1969), verleen, het die Minister van Nasionale Opvoeding die onderstaande regulasies uitgevaardig ter vervanging van die regulasies uitgevaardig kragtens artikel 7 van die

DEPARTMENT OF CULTURAL AFFAIRS

No. 1168

11 July 1969

CULTURAL INSTITUTIONS ACT, 1969.— REGULATIONS

The Minister of National Education has, under and by virtue of the powers vested in him by section 15 of the Cultural Institutions Act, 1969 (Act 29 of 1969), made the following regulations in substitution for the

Wet op Staatsondersteunde Inrigtings, 1931 (Wet 23 van 1931) soos verleng by artikel 17 (2) van die eersgenoemde Wet:—

- Deel I.—Algemeen.
- Deel II.—Raad.
- Deel III.—Eiendom.
- Deel IV.—Diensstaat—Beamptes en Werknemers.
- Deel V.—Beamptes en Werknemers—Afwesigheidsverlof.
- Deel VI.—Beamptes en Werknemers:—Amptelike Kwartiere.
- Deel VII.—Wangedrag en Onbekwaamheid.
- Deel VIII.—Geldsake en Verslae.

DEEL I.—ALGEMEEN

Woordoms krywing

1. In hierdie regulasies beteken “die Wet” die Wet op Kulturele Inrigtings, 1969 (Wet 29 van 1969), en, tensy daar uit die samehang anders blyk, het ’n uitdrukking waaraan ’n betekenis in die Wet geheg is, dieselfde betekenis en beteken—

“beampte” iemand wat vas aangestel is, hetsy in ’n pos op die vaste diensstaat, op proef al dan nie, teen ’n pos van hoër of laer gradering as sy eie, addisioneel tot die vaste diensstaat, of op kontrak by ’n inrigting; “Departement” die departement onder beheer van die Minister;

“direkteur” iemand wat die beheerpos aan ’n inrigting beklee;

“rusdag”—

(a) ’n Saterdag of ’n Sondag of ’n openbare feesdag in die geval van iemand wat gewoonlik nie op sodanige dag werk nie; of

(b) ’n ander dag wat hy gewoonlik in plaas daarvan van diens vrygestel is in die geval van iemand wat gewoonlik op ’n Saterdag of ’n Sondag of ’n openbare feesdag werk;

“salarisverhoging” die goedgekeurde bedrag waarmee ’n salaris volgens die toepaslike skaal verhoog kan word;

“Sekretaris” die Sekretaris van die Departement;

“tydkring” ’n tydperk van drie jaar gereken vanaf 1 Januarie 1968 en elke daaropvolgende tydperk van drie jaar;

“vaste diensstaat” die poste wat vir die normale en gereelde vereistes ingevolge regulasie 12 bepaal is;

“voorhersiende vakansie- of siekteverlofgroep” die vakansie- of siekteverlofgroep waaronder ’n beampte of werknemer geklassifiseer was ingevolge die regulasies wat kragtens die Wet op Staatsondersteunde Inrigtings, 1931 (Wet 23 van 1931), uitgevaardig en van krag was onmiddellik voor die inwerkingtreding van hierdie regulasies.

“werknemer” iemand wat anders as vas of op kontrak in diens van ’n inrigting aangestel is.

Oordrag van Bevoegdhe

2. (1) ’n Bevoegdheid by hierdie regulasies verleen aan—

(a) die Minister, kan deur hom aan die Sekretaris of ’n ander beampte van die Departement of aan ’n raad;

(b) die Sekretaris, kan deur hom aan ’n beampte van die Departement of aan ’n raad; en

(c) ’n raad, kan deur hom aan ’n komitee of aan die direkteur of aan ’n beampte oorgedra word.

(2) Die Minister of die Sekretaris of ’n raad kan te eniger tyd die oordrag van so ’n bevoegdheid intrek.

regulations made in terms of section 7 of the State-aided Institutions Act, 1931 (Act 23 of 1931), as extended by section 17 (2) of the first-mentioned Act:—

Part I.—General.

Part II.—Council.

Part III.—Property.

Part IV.—Establishment—Officers and Employees.

Part V.—Officers and Employees—Leave of Absence.

Part VI.—Officers and Employees—Official Quarters.

Part VII.—Misconduct and Inefficiency.

Part VIII.—Finances and Reports.

PART I.—GENERAL

Definitions

1. In these regulations “the Act” means the Cultural Institutions Act, 1969 (Act 29 of 1969), and, unless inconsistent with the context, any term to which a meaning has been assigned in the Act shall have the same meaning and—

“cycle” means a period of three years reckoned from 1 January 1968, and each succeeding period of three years;

“day of rest” means—

(a) a Saturday or a Sunday or a public holiday in the case of any person who normally does not work on such a day; or

(b) such other day as he is normally relieved from duty instead in the case of any person who normally works on a Saturday or a Sunday or a public holiday;

“Department” means the Department under the control of the Minister;

“director” means any person who is the incumbent of the control post in an institution;

“employee” means any person appointed otherwise than on a fixed basis or on contract in the service of an institution;

“fixed establishment” means the posts determined in terms of regulation 12 for the normal and regular requirements of an institution;

“officer” means any person appointed on a fixed basis, either in a post on the fixed establishment, whether on probation or not, against a post of a higher or lower grading than his own, additional to the fixed establishment, or on contract at an institution;

“pre-revised vacation or sick leave group” means the vacation or sick leave group under which an officer or employee was classified in terms of the regulations promulgated under the State-aided Institutions Act, 1931 (Act 23 of 1931), and in force immediately prior to the coming into operation of these regulations;

“salary increment” means the approved amount by which a salary may be increased according to the appropriate scale;

“Secretary” means the Secretary of the Department.

Delegation of Powers

2. (1) Any power conferred by these regulations on—

(a) the Minister may be delegated by him to the Secretary or any other officer of the Department or to a council;

(b) the Secretary may be delegated by him to any officer of the Department or to a council; and

(c) a council may be delegated by it to a committee or to the director or to any officer.

(2) The Minister or the Secretary or a council may at any time withdraw the delegation of such power.

Buitengewone Gevalle

3. Indien die omstandighede van 'n geval na die oordeel van die Minister 'n afwyking van 'n bepaling van hierdie regulasies regverdig, kan hy na goeë dink met die geval handel: Met dien verstande dat geen handelingskragtens hierdie regulasie ten opsigte van iemand tot sy nadeel strek nie.

DEEL II.—RAAD*Aanstelling van Raadslede*

4. (1) Behoudens die bepalings van subartikel 6 (1) van die Wet, stel die Minister die getal lede wat hy dienstig ag, in 'n raad aan en kan hy—

(a) 'n vereniging van persone wat jaarliks minstens R400 of volgens die oordeel van die Minister die ekwivalent daarvan tot 'n inrigting bydra; of

(b) 'n Provinsiale Administrasie of 'n munisipale instelling of 'n persoon, toelaat om een of meer bykomende lede (na gelang hy bepaal) in 'n raad aan te stel.

(2) 'n In subregulasie (1) bedoelde vereniging, Provinsiale Administrasie, munisipale instelling of persoon kan 'n plaasvervangende lid vir elke bykomende lid aanstel.

Vergaderings van Raad

5. (1) 'n Raad vergader so dikwels as wat hy nodig ag maar minstens een keer elke kwartaal, of by sodanige ander geleentheid as wat die voorsitter nodig ag.

(2) Die voorsitter, of, in sy afwesigheid die direkteur, moet op versoek van 'n meerderheid van die lede 'n vergadering van die raad belê, sodat dit binne 14 dae na die versoek plaasvind.

(3) Die sekretaris van die raad gee aan elke lid van die raad skriftelik kennis van die tyd, datum en plek van 'n vergadering en in die kennisgewing word die aangeleenthede wat op die vergadering bespreek sal word, kortliks uiteengesit.

(4) Op 'n vergadering behandel die raad sake waarvan daar aldus kennis gegee is, en enige saak wat 'n lid met die goedkeuring van die ander aanwesige lede opper.

(5) Die direkteur of 'n beaampte deur hom aangewys, woon die vergadering van 'n raad in 'n adviserende hoedanigheid by.

(6) 'n Raad kan aan 'n lid verlof toestaan om van vergaderings afwesig te wees vir 'n tydperk van hoogstens ses maande en, met die goedkeuring van die Minister, vir 'n langer tydperk.

(7) (a) Een derde van die lede van 'n raad maar nie minder as drie nie, maak 'n kworum uit by vergaderings.

(b) Indien daar nie op 'n vergadering 'n kworum is nie, kan die voorsitter by kennisgewing aan alle lede 'n verdere vergadering belê.

(c) By so 'n verdere vergadering maak die lede dan teenwoordig 'n kworum uit.

Vergoeding aan Raadslede

6. 'n Lid van 'n raad dien in 'n ere-hoedanigheid en ontvang geen vergoeding uit fondse van die inrigting ten opsigte van sy lidmaatskap nie: Met dien verstande dat 'n raad, ten opsigte van 'n reis noodsaaklikerwys afgelê vir die bywoning van 'n vergadering van die raad of in verband met die uitvoering van sy pligte as raads-lid, die betaling aan 'n lid (wat nie in voltydse diens van die Staat is nie) van verblyfstoelae en vervoerkoste of myl- en passasierstoelae kan magtig teen die tariewe en in die omstandighede van toepassing op 'n adjunk-sekretaris in die administratiewe afdeling van die Staatsdiens wanneer hy in diens reis.

Exceptional Cases

3. If in the opinion of the Minister the circumstances of a case justify a departure from any provision of these regulations, he may deal with the case as he may deem fit: Provided that no action taken in terms of this regulation in respect of any person shall be detrimental to him.

PART II.—COUNCIL*Appointment of Council Members*

4. (1) Subject to the provisions of subsection 6 (1) of the Act, the Minister shall appoint as many members to a council as he may deem fit and may permit—

(a) any association of persons contributing annually to the institution not less than R400, or in the opinion of the Minister, its equivalent; or

(b) a provincial administration or a local authority or any person,

to appoint one or more additional members (as he may determine) to a council.

(2) Any association, provincial administration, local authority or person referred to in subregulation (1) may appoint an alternate member for every additional member.

Meetings of Board

5. (1) A council shall meet as often as it may deem necessary but not less than once every quarter, or on such other occasion as the chairman may deem necessary.

(2) The chairman or, in his absence, the director, shall at the request of a majority of the members, call a meeting of the council to take place within 14 days of such a request.

(3) Notice of the time, date and place of a meeting shall be given in writing, by the Secretary of the council to every member of the council, such notice setting out briefly the matters to be discussed at the meeting.

(4) At a meeting the council shall deal with matters of which notice has thus been given and any matter that a member may raise with the approval of the other members present.

(5) The director or an officer designated by him shall attend meetings of a council in an advisory capacity.

(6) A council may grant to any member leave of absence from meetings for a period not exceeding six months and, with the approval of the Minister, for a longer period.

(7) (a) One-third of the members of a council but not fewer than three shall form a quorum at a meeting;

(b) if there is no quorum at a meeting the chairman may, by giving notice to all members, convene a further meeting of the council;

(c) at such further meeting of the council the members then present shall form a quorum.

Remuneration of Members of Council

6. A member of a council shall serve in an honorary capacity and receive no remuneration out of the funds of the institution in respect of his membership: Provided that a council may, in respect of a journey necessarily performed in attending a meeting of the council or in connection with the carrying out of his duties as a member of the council, authorise the payment to a member (who is not in full-time State employment) of subsistence allowances and transport expenses or mileage and passenger allowances at the rates and in the circumstances applicable to a deputy secretary in the administrative division of the Public Service when travelling on duty.

Sekretaris van Raad

7. (1) 'n Raad wys 'n beampte of werknemer aan om as sy Sekretaris op te tree.

(2) Die Sekretaris van 'n raad—

(a) hou op elke vergadering van die raad notule van die verrigtinge en stuur binne 30 dae van die datum van sodanige vergadering 'n afskrif van die notule aan die Sekretaris;

(b) gee aan die Sekretaris kennis van die naam, adres en ampsduur van 'n lid (uitgesonderd 'n lid deur die Minister aangestel) wat kragtens regulasie 4 aangestel is, binne 30 dae van sodanige aanstelling;

(c) gee, indien 'n lid sy setel in die raad ontruim, binne 30 dae kennis aan die Sekretaris of (indien sodanige lid nie deur die Minister aangestel is nie) aan die vereniging, Provinsiale Administrasie, munisipale instelling of persoon wat die lid aangestel het: Met dien verstande dat, waar 'n vakature ontstaan omdat die ampsduur van 'n lid verstryk, sodanige kennis minstens drie maande vooruit gegee word; en

(d) voer die ander pligte uit wat die raad aan hom toewys.

Funksies en Pligte

8. (1) Behoudens die bepalings van die Wet en hierdie regulasies—

(a) formuleer 'n raad die beleid van 'n inrigting;

(b) bepaal 'n raad, in die geval van 'n inrigting met navorsingsfunksies, die navorsingsprojek wat sy beamptes of werknemers onderneem;

(c) adviseer 'n raad die Minister oor aangeleenthede waarmee die inrigting te doen het; en

(d) verstrek 'n raad die inligting wat die Sekretaris verlang.

(2) Behoudens die bepalings van die Wet en hierdie regulasies, skryf 'n raad reëls voor vir die behoorlike beheer en bestuur van die sake van die inrigting met inbegrip van reëls aangaande—

(a) die prosedure by vergaderings van die raad;

(b) die ontvangs, veilige bewaring, verantwoording, bank, uitgawe van en beheer oor die fondse van die inrigting;

(c) die prosedure in verband met die vra en aanneem van tenders vir die uitvoering van werk namens die inrigting en in verband met die verskaffing van goedere en materiaal aan die inrigting; en

(d) die verantwoording van en beskikking oor voorrade, uitrusting, lewende hawe, biblioteekmateriaal en artikels wat vir vertoon-, navorsings- of studiedoeleindes gehou word en enige ander roerende goed van watter aard ook al wat aan die inrigting behoort of aan sy sorg toevertrou is.

(3) Enige reëls met betrekking tot aangeleenthede genoem in subregulasie (2) (b), (c) en (d) is onderhewig aan goedkeuring van die Sekretaris.

DEEL III.—EIENDOM*Beveiliging van Eiendom en Voorsorg teen Verlies, Beskadiging of Diefstal*

9. 'n Direkteur tref, met inagneming van die opdragte en reëls van die raad, behoorlike reëlins vir die veilige bewaring van alle eiendom wat aan die inrigting behoort of aan sy sorg toevertrou is en tref alle uitvoerbare voorsorgmaatreëls teen verlies, beskadiging of diefstal.

Secretary of Council

7. (1) A council shall designate an officer or employee to act as its Secretary.

(2) The Secretary of a council shall—

(a) keep the minutes of proceedings at each meeting of the council and within 30 days of such meeting forward a copy of the minutes to the Secretary;

(b) notify the Secretary of the name, address and period of office of a member (other than a member appointed by the Minister) appointed in terms of regulation 4 within 30 days of such appointment;

(c) if a member vacates his seat on the council, within 30 days notify the Secretary or (if such member was not appointed by the Minister), the person, association, Provincial Administration or local authority that appointed such member: Provided that, where a vacancy is occasioned by expiry of the period of office of any member, such notification shall be made at least three months in advance; and

(d) perform such other duties as the council may assign to him.

Functions and Duties

8. (1) Subject to the provisions of the Act and these regulations, a council shall—

(a) formulate the policies of an institution;

(b) determine, in the case of an institution with research functions, the research projects to be undertaken by its officers or employees;

(c) advise the Minister with regard to matters with which the institution is concerned; and

(d) furnish the Secretary with such information as he may require.

(2) Subject to the provisions of the Act and these regulations, a council shall lay down rules for the proper control and management of the affairs of the institution, including rules as to—

(a) the procedure at meetings of the council;

(b) the receipt, safe custody, accounting for, banking, expenditure and control of the funds of the institution;

(c) the procedure for inviting and accepting tenders for the execution of work on behalf of the institution and for the supply of goods and material to the institution; and

(d) the accounting for and disposal of stores, equipment, livestock, library material and articles held for display, research or study purposes and any other movable property of whatever kind belonging to or entrusted to the institution.

(3) Any rules relating to matters referred to in sub-regulation (2) (b), (c) and (d) shall be subject to approval by the Secretary.

PART III.—PROPERTY*Safe-guarding Property and Precautions against Loss, Damage or Theft*

9. A director shall, with due observance of any directions and rules of the council, make proper arrangements for the safe custody of all property belonging or entrusted to the institution and shall take all practicable precautions against loss, damage or theft.

Versekering

10. 'n Raad verseker en hou verseker by iemand wat ingevolge die Versekeringswet, 1943, as 'n versekeraar geregistreer is—

- (a) die onroerende eiendom wat aan die inrigting behoort teen verlies deur brand of ander oorsake; en
- (b) die roerende eiendom wat aan die inrigting behoort of toevertrou is (uitgesonderd die wat die Sekretaris van die vereiste van hierdie paragraaf vrystel) teen verlies deur brand, diefstal of ander oorsake.

Verhaal of Afskryf van Verliese

11. (1) 'n Verlies van eiendom, geld of bates van 'n inrigting wat deur nalatigheid, versuim, gebrek aan waaksaamheid of diefstal veroorsaak is, word deur 'n raad van die persoon daarvoor verantwoordelik verhaal.

(2) Indien die raad nie daarin slaag om sodanige verlies te verhaal nie, kan hy dit afskryf.

(3) Die direkteur rapporteer alle sodanige verliese aan die Sekretaris, aan die raad en aan die Kontroleur en Ouditeur-generaal en, indien dit blyk dat die verlies gelyk is weens bedrog, diefstal of brandstigting deur 'n beamppte of iemand anders, ook aan die Suid-Afrikaanse Polisie.

DEEL IV.—DIENSSTAAT, BEAMPTES EN WERKNEMERS

Dienstaat

12. (1) Die Minister bepaal die vaste diensstaat van 'n inrigting, die gradering van poste op die vaste diensstaat en die skale van salarisse en toelaes van beamptes: Met dien verstande dat die Sekretaris die instelling, hergradering, omskepping of afskaffing van poste van 'n rang laer as die van assistent-direkteur kan bepaal.

(2) Die Sekretaris bepaal van tyd tot tyd—

- (a) die getal werknemers wat in diens geneem word, hetsy weens die afwesigheid of siekte van die bekleër van 'n pos, of wanneer dit nodig is om iemand beskikbaar te stel vir die verrigting van 'n klas werk waarvoor personeel nie gewoonlik op 'n vaste basis aangehou word nie, of wanneer dit om 'n ander rede nodig is om die personeel van 'n inrigting tydelik te vermeerder;
- (b) die skale van salarisse, lone en toelaes aan werknemers betaalbaar.

Aanstellings, Oorplasinge en Bevorderings

13. Met die goedkeuring van die Sekretaris kan 'n raad—

- (a) (i) iemand as 'n beamppte aanstel in;
- (ii) 'n beamppte oorplaas of bevorder tot, of
- (iii) iemand as werknemer in diens neem teen

'n vakante pos op die vaste diensstaat: Met dien verstande dat 'n raad 'n werknemer wat in diens geneem word om half- of ongeskoolde werk te verrig, sonder die goedkeuring van die Sekretaris teen 'n vakante pos op die vaste diensstaat in diens mag neem; of

- (b) 'n beamppte in diens hou teen 'n vakante pos op die vaste diensstaat wat van 'n laer of hoër graad is as die pos wat sodanige beamppte gewoonlik beklee, of bykomend tot die vaste diensstaat.

Indiensneming van Addisionele Werknemers

14. 'n Raad kan iemand in diens neem as 'n werknemer bykomend tot die vaste diensstaat, mits die totale getal werknemers wat in diens gehou word nie die getalle ingevolge regulasie 12 (2) bepaal oorskry nie.

Insurance

10. A council shall insure and keep insured with any person registered as an insurer in terms of the Insurance Act, 1943—

- (a) any immovable property belonging to the institution against loss by fire or other causes; and
- (b) all movable property belonging or entrusted to the institution (except such property as the Secretary may exempt from the requirements of this paragraph) against loss by fire, theft or other causes.

Recovery or Writing Off of Losses

11. (1) Any loss of property, moneys or assets of an institution occasioned by negligence, default, lack of vigilance or theft shall be recovered by a council from the person responsible therefor.

(2) Failing recovery by the council, such loss may be written off by the board.

(3) The director shall report all such losses to the Secretary, to the council and to the Controller and Auditor-General and, whenever it appears that such loss has been sustained through fraud, theft or arson by any officer or other person, also to the South African Police.

PART IV.—ESTABLISHMENT, OFFICERS AND EMPLOYEES

Establishment

12. (1) The Minister shall determine the fixed establishment of an institution, the grading of posts on the fixed establishment and the scales of salaries and allowances of officers: Provided that the Secretary may determine the creation, regrading, conversion or abolition of posts of a grading lower than that of assistant director.

(2) The Secretary shall from time to time determine—

- (a) the number of employees to be employed, either by reason of the absence or illness of the incumbent of any post, or when it is necessary to provide any person for the performance of a class of work for which staff is not ordinarily maintained on a fixed basis, or when it is necessary for any other reason to increase the staff of an institution temporarily; and
- (b) the scales of salaries, wages and allowances payable to employees.

Appointments, Transfers and Promotions

13. A council may, with the approval of the Secretary—

- (a) (i) appoint any person as an officer, in,
- (ii) transfer or promote an officer to, or
- (iii) employ any person as an employee against a vacant post on the fixed establishment; or

(b) hold an officer against a vacant post on the fixed establishment that is of a lower or higher grade than the post normally occupied by such officer, or additional to the fixed establishment.

Employment of Additional Employees

14. A council may employ any person as an employee additional to the fixed establishment, provided that the total number of such employees employed shall not exceed the numbers determined in terms of regulation 12 (2).

Vereistes vir Aanstelling of Bevordering

15. (1) Niemand word as 'n beampte aangestel nie tensy hy—

- (a) 'n Suid-Afrikaanse burger is;
- (b) van goeie karakter is;
- (c) aan geen verstandelike of liggaamlike gebrek, siekte of swakheid ly nie wat waarskynlik die behoorlike uitvoering van sy pligte sal belemmer of sy aftreding voordat hy die pensioenleeftyd bereik, nodig sal maak;
- (d) die leeftyds-, opvoedkundige en ander kwalifikasies besit wat die Sekretaris bepaal; en
- (e) in albei die amptelike tale in 'n eksamen van 'n standaard in subregulasie (2) bepaal, geslaag het:

Met dien verstande dat die Sekretaris kan goedkeur dat iemand wat nie ooreenkomstig paragraaf (a) bevoeg is vir vaste aanstelling as 'n beampte nie, as 'n beampte op kontrak vir 'n bepaalde tydperk aangestel word: Met dien verstande voorts dat die Sekretaris die aanstelling van iemand wat nie ooreenkomstig paragraaf (e) bevoeg is nie as 'n beampte kan goedkeur, maar so iemand se besoldiging word nie sonder die goedkeuring van die Sekretaris verhoog bo die besoldiging wat hy ontvang na verstryking van 'n tydperk van drie jaar gereken vanaf die datum van sy eerste aanstelling nie tensy en tot tyd en wyl hy in so 'n eksamen geslaag het.

(2) Die standaard in subregulasie (1) (e) vermeld, is ten opsigte van—

(a) poste waarvoor 'n Matrikulasiesertifikaat of 'n meer gevorderde kwalifikasie vereis word: een amptelike taal van die standaard van die Nasionale Senior Sertifikaat A (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard en die ander amptelike taal van die standaard van die Nasionale Senior Sertifikaat B (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard;

(b) poste waarvoor 'n laer kwalifikasie as Matrikulasie, maar nie laer as Junior Sertifikaat of standerd 8 nie, vereis word: een amptelike taal van die standaard van die Nasionale Junior Sertifikaat A (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard, en die ander amptelike taal van die standaard van die Nasionale Junior Sertifikaat B (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard.

Geneeskundige en Geboortesertifikaat

16. 'n Kandidaat vir aanstelling as 'n beampte lê aan die Raad voor—

- (a) 'n verklaring en 'n geneeskundige verslag, wat na die mening van die Raad bevredigend is, in 'n vorm deur die Sekretaris goedgekeur; en
- (b) sy geboortesertifikaat.

Proefdiens

17. (1) Tensy 'n raad anders bepaal, geskied 'n aanstelling of 'n bevordering van 'n beampte op proef van een jaar, waarna sodanige aanstelling of bevordering by besluit van die raad bekragtig, verleng of beëindig word.

(2) 'n Raad kan 'n beampte wat op proef aangestel is, uit die diens van die inrigting ontslaan hetsy gedurende of by of na die verstryking van die proef tyd—

- (a) deur hom een maand kennis te gee; of
- (b) onverwyld, indien sy gedrag onbevredigend is.

(3) 'n Beampte wat op proef bevorder is en wie se bevordering op proef deur die raad beëindig word, keer

Requirements for Appointment or Promotion

15. (1) No person shall be appointed as an officer unless he—

- (a) is a South African citizen;
- (b) is of good character;
- (c) is free from any mental or physical defect, disease or infirmity which would be likely to interfere with the proper carrying out of his duties or to render necessary his retirement before reaching the pensionable age;
- (d) has the age, educational and other qualifications determined by the Secretary; and
- (e) has passed in both languages an examination of a standard required in terms of subregulation (2):

Provided that the Secretary may approve that any person who does not qualify in terms of paragraph (a) for a fixed appointment as an officer, be appointed as an officer on contract for a specified period: Provided further that the Secretary may approve the appointment as an officer of a person not qualified in terms of paragraph (e), but such person's remuneration shall not without the approval of the Secretary be increased beyond the remuneration received by him after the expiry of a period of three years calculated from the date of his first appointment unless and until he passes such an examination.

(2) The standard referred to in subregulation (1) (e) shall be in respect of—

(a) posts for which a Matriculation Certificate or a more advanced qualification is required: One official language of the standard of the National Senior Certificate A (or recognised equivalent certificate) or of a higher standard, and the other official language of the standard of the National Senior Certificate B (or recognised equivalent certificate) or of a higher standard.

(b) posts for which a lower qualification than Matriculation, but not lower than Junior Certificate or Standard 8, is required: One official language of the standard of the National Junior Certificate A (or recognised equivalent certificate) or of a higher standard, and the other official language of the standard of the National Junior Certificate B (or recognised equivalent certificate) or of a higher standard.

Medical and Birth Certificates

16. A candidate for appointment as an officer shall submit to the council—

- (a) a declaration and a medical report, considered to be satisfactory by the council, in a form approved by the Secretary; and
- (b) his birth certificate.

Probationary Service

17. (1) An appointment or promotion of an officer shall, unless a council determines otherwise, be on probation for one year, after which such appointment or promotion shall be confirmed, extended or terminated by resolution of the council.

(2) A council may discharge an officer appointed on probation from the service of the institution either during or at or after the expiry of the period of probation—

- (a) by giving him one month's notice; or
- (b) forthwith, if his conduct is unsatisfactory.

(3) An officer promoted on probation whose promotion on probation is terminated by the council shall

terug tot sy vorige pos of tot 'n pos van gelyke grade-ring en tot die besoldiging wat hy in sy vorige pos sou bereik het indien hy nie bevorder was nie.

Sekondering

18. 'n Beampte of werknemer kan, met sy toestemming en met die goedkeuring van die Sekretaris, op die voorwaardes wat die Sekretaris bepaal, hetsy vir 'n bepaalde diens of vir 'n tydperk, aan die diens van 'n ander inrigting, liggaam of persoon gesekondeer word, maar bly, terwyl hy aldus afgestaan is, onderworpe aan die bepalings van hierdie regulasies.

Besoldiging

19. (1) Beamptes en werknemers word salarisse, lone en toelaes betaal ooreenkomstig die skale ingevolge regulasie 12 bepaal.

(2) 'n Beampte of werknemer se salaris, loon of salarisskaal word nie sonder sy toestemming verander of verlaag nie, behalwe ooreenkomstig die bepalings van deel VII van hierdie regulasies.

Aanvangsalaris

20. Tensy die Sekretaris 'n hoër salaris of loon goedkeur, word daar aan 'n beampte of werknemer by aanstelling of bevordering 'n salaris of loon teen die minimum van die toepaslike skaal betaal.

Salarisverhogings

21. (1) Mits sy diens en gedrag bevredigend is, staan 'n raad aan 'n beampte of werknemer jaarliks, of soos anders in sy diensvoorwaardes bepaal, een salarisverhoging toe binne die perke van en volgens die skaal wat op hom van toepassing is, en wel met ingang van die eerste dag van sy verhogingsmaand.

(2) In 'n geval van buitengewone verdienstelikheid of by verwerwing van 'n bykomende toepaslike kwalifikasie, kan 'n raad met die goedkeuring van die Sekretaris aan 'n beampte of werknemer een of meer salarisverhogings toestaan benewens die in subregulasie (1) genoem.

(3) Indien 'n beampte of werknemer na die mening van 'n raad onbevredigende diens lewer, kan die raad sy salarisverhoging weerhou vir 'n tydperk wat die raad bepaal.

Bykomende Besoldiging of ander Voordeel

22. 'n Raad betaal nie aan 'n beampte of werknemer ten opsigte van sy diens as sodanig enige besoldiging, toelae, honorarium, toekenning of bonus van watter aard ook al of staan hom nie 'n ander voordeel *in natura* toe nie behalwe soos by hierdie regulasies gemagtig.

Reis- en Verblyftoelaes

23. (1) Aan 'n beampte of werknemer wat in diens moet reis, kan daar sodanige reis- en verblyftoelaes betaal word as wat die raad bepaal, maar wat nie hoër is nie as die skaal wat die Sekretaris goedkeur: Met dien verstande dat die Sekretaris in 'n besondere geval 'n ander toelae kan magtig: Met dien verstande voorts dat 'n toelae ten opsigte van 'n reis in diens buite die grense van die Republiek of die gebied Suidwes-Afrika nie sonder die goedkeuring van die Sekretaris betaal word nie.

(2) 'n Reistoelae kan ook betaal word ten einde iemand wat—

(a) as 'n beampte aangestel word, in staat te stel om na die plek van sy aanstelling te reis; of

(b) deur die raad vir 'n onderhoud in verband met 'n moontlike aanstelling ontbied word, in staat te stel om na die plek waar die onderhoud moet plaasvind, te reis.

revert to the post formerly held by him or to a post of equivalent grading and to the remuneration he would have attained in his former post had he not been promoted.

Secondment

18. An officer or employee may, with his consent and with the approval of the Secretary, be seconded, upon such conditions as the Secretary may decide, either for a particular service or for a period of time to the service of another institution, body or person, but shall, while so seconded, remain subject to these regulations.

Remuneration

19. (1) Officers and employees shall be paid salaries, wages and allowances in accordance with the scales determined in terms of regulation 12.

(2) An officer's or employee's salary, wage or scale of salary shall not be reduced without his consent, except in accordance with the provisions of Part VII of these regulations.

Commencing Salary

20. An officer or employee shall, unless the Secretary approves a higher salary or wage, be paid a salary or wage on appointment or promotion at the minimum of the appropriate scale.

Salary Increments

21. (1) A council shall, subject to satisfactory service and conduct, annually or as otherwise determined in his conditions of service, grant to an officer or employee one salary increment within the limits of and according to the scale applicable to him, with effect from the first day of his incremental month.

(2) In an exceptionally meritorious case or on obtaining an additional appropriate qualification, a council may, with the approval of the Secretary, grant to an officer or employee one or more salary increments in addition to that mentioned in subregulation (1).

(3) If an officer's or employee's service is considered unsatisfactory by a council, it may withhold his salary increment for such period as it may determine.

Additional Remuneration or Other Benefit

22. A council shall not pay or grant to an officer or employee, in respect of his employment as such, any remuneration, allowance, honorarium, award or bonus of any kind whatsoever or grant him any other benefit in kind except as authorised in these regulations.

Travelling and Subsistence Allowances

23. (1) An officer or employee who is required to travel on duty may be paid such transport and subsistence allowances as may be determined by the council but which may not exceed the rates approved by the Secretary: Provided that the Secretary may authorised a different allowance in a particular case: Provided further, that no allowance in respect of a journey on duty outside the boundaries of the Republic or the Territory of South West Africa shall be paid without the approval of the Secretary.

(2) A travelling allowance may also be paid to enable any person—

(a) appointed as an officer, to travel to his place of appointment; or

(b) who is required by the council to present himself for an interview in connection with a possible appointment, to travel to the place where the interview is to take place.

Amptelike en Buitewerk.—Addisionele Besoldiging

24. 'n Beampte of werknemer (tensy sy diensvoorwaardes anders bepaal)—

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

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

(c) het regtens geen aanspraak op addisionele besoldiging ten opsigte van enige addisionele amptelike diens of werk deur of namens die raad aan hom opgedra nie: Met dien verstande dat die raad oortyd-besoldiging kan betaal teen tariewe wat die Sekretaris goedkeur;

(d) verrig nie vir iemand anders besoldigde werk buite sy werk in die diens van die inrigting sonder die toestemming van die raad of verbind hom nie om dit te verrig nie;

(e) stort in inrigtingsfondse, tensy die raad anders bepaal, enige besoldiging of toelae van watter aard ook al wat hy ontvang het anders as ooreenkomstig die bepalings van hierdie regulasies; en

(f) stort in inrigtingsfondse alle gelde wat hy in sy amptelike hoedanigheid ontvang het, tensy die raad hom toelaat om die geheel of 'n gedeelte van sodanige gelde as deel van sy besoldiging te behou.

Diensure

25. (1) Die raad bepaal die amptelike diensure van beamptes en werknemers: Met dien verstande dat, tensy die raad anders goedkeur, beamptes en werknemers hulle hou aan onderstaande werkweek:—

Vakkundige, tegniese, administratiewe, klerklike en vergelykbare range: 40 uur; en ander beamptes en werknemers: 48 uur.

(2) Die direkteur of die toesighoudende beampte of werknemer kan van 'n beampte of werknemer vereis dat hy op enige dag van die week of te enigertyd van die dag of nag amptelike diens verrig of by sy normale werkplek of elders vir sodanige diens aanwesig is.

Bedanking

26. (1) 'n Beampte uitgesonderd 'n beampte op kontrak kan sy diens beëindig deur skriftelike kennisgewing aan die raad te gee van minstens een maand, maar die raad kan korter kennisgewing aanvaar.

(2) 'n Werknemer kan sy diens beëindig deur skriftelike of mondelinge kennisgewing aan die direkteur te gee van minstens 24 uur wat enige tyd, hetsy gedurende of aan die end van 'n maand, maar nie op 'n rusdag nie, van krag word: Met dien verstande dat, indien sodanige werknemer bedank deur minstens een maand kennis te gee, sy salaris vir die volle maand betaal word afgesien daarvan of dit op 'n rusdag eindig of nie, mits hy normaalweg vir rusdae betaal word en hy tot en met die laaste werksdag van die betrokke maand in diens bly.

Aftrede

27. 'n Beampte tree af uit die diens van 'n inrigting—

(a) wanneer hy die aftreeleeftyd van 65 jaar bereik, tensy die raad soos by regulasie 28 bepaal, sy diens verleng; of

Official and Extraneous Work: Additional Remuneration

24. An officer or employee shall (unless his conditions of service provide otherwise)—

(a) place the whole of his time at the disposal of the institution where he is employed;

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

(c) have no legal claim to additional remuneration in respect of any additional official duty or work assigned to him by or on behalf of the council: Provided that the council may pay overtime remuneration at rates approved by the Secretary;

(d) not, without the permission of the council, perform or engage himself to perform for any other person any remunerative work outside his employment in the service of the institution;

(e) pay into institutional funds, unless the council otherwise determines, any remuneration or allowance of any kind whatsoever that he may have received otherwise than in accordance with the provisions of these regulations; and

(f) pay into institutional funds all moneys received by him in his official capacity, unless the council allows him to retain the whole or a portion of such moneys as part of his remuneration.

Hours of Duty

25. (1) The council shall determine the official hours of duty of officers and employees: Provided that, unless the council approves otherwise, officers and employees shall observe the following working week:—

Professional, technical, administrative, clerical and equivalent ranks: 40 hours; and other officers and employees: 48 hours.

(2) The director or the supervising officer or employee may require an officer or employee to perform official duty on any day of the week or at any time during the day or night or to attend at his normal place of work or elsewhere for such duty.

Resignation

26. (1) An officer (other than an officer on contract) may terminate his employment by giving notice in writing to the council of at least one month, but the council may accept shorter notice.

(2) An employee may terminate his employment by giving notice in writing or verbally to the director of at least 24 hours, to become effective at any time, whether during or at the end of a month, but not on a day of rest: Provided that if such employee resigns by giving at least one month's notice, his salary be paid for the full month, irrespective of whether it ends on a day of rest or not, provided he is normally paid for days of rest and he remains in service up to and including the last working day of the month in question.

Retirement

27. An officer shall retire from the service of an institution—

(a) on attaining the retirement age of 65 years unless the board extends his service as provided by regulation; or

(b) by of te eniger tyd na bereiking van die pensioenleef tyd van 60 jaar indien—

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

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

Met dien verstande dat die pensioenleef tyd geag word die ouderdom van 55 jaar te wees in die geval van 'n vroulike beampte wat voor die eerste dag van Januarie 1956 aangestel is en wat lid is van die Voorsorgfonds: Met dien verstande voorts dat 'n beampte wat lid van die Voorsorgfonds is en wat met ingang van 'n datum na 31 Desember 1955 aangestel is, nie voor bereiking van die ouderdom van 65 jaar uit die diens van 'n inrigting aftree nie.

Verlenging van Diens

28. Met die goedkeuring van die Sekretaris kan 'n raad 'n beampte se diens, met sy toestemming, na die bereiking van die aftreeleef tyd by regulasie 27 bepaal, vir tydperke van hoogstens een jaar op 'n keer verleng.

Ontslag

29. (1) 'n Beampte kan deur 'n raad uit die diens van 'n inrigting ontslaan word—

(a) weens voortdurende swak gesondheid;

(b) weens die afskaffing van sy pos of vermindering, reorganisasie of herreëling van die inrigting se vaste diensstaat;

(c) indien, om ander redes as sy eie ongeskiktheid of onvermoë sy ontslag doeltreffendheid of besuiniging in die inrigting waar hy in diens is, sal bevorder;

(d) weens ongeskiktheid vir sy pligte of onvermoë om dit op bekwame wyse uit te voer;

(e) weens wangedrag;

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

(g) in die geval van 'n vroulike beampte, weens haar huwelik, hetsy sodanige ontslag bewerkstellig word by, of met een maand kennisgewing te eniger tyd na haar huwelik.

(2) Daar word geag dat 'n beampte wat sonder verlof van die direkteur of sy toesighoudende beampte vir 'n tydperk van meer as 30 dae van sy ampspligte wegbly, uit die diens van die inrigting weens wangedrag ontslaan is met ingang van die datum wat onmiddellik volg op die laaste dag waarop hy op sy plek van diens teenwoordig was: Met dien verstande dat, indien sodanige beampte ander werk aanvaar, daar geag word dat hy aldus ontslaan is nieteenstaande dat genoemde tydperk nog nie verstryk het nie: Met dien verstande voorts dat indien sodanige beampte hom te eniger tyd na verstryking van genoemde tydperk vir diens aanmeld, die raad hom in sy vorige of 'n ander pos kan herstel op voorwaardes wat die Sekretaris bepaal, en in so 'n geval word die tydperk van sy afwesigheid van sy ampspligte geag afwesigheid met vakansieverlof sonder betaling, of met verlof op die voorwaardes wat die Sekretaris bepaal, te wees.

(3) Ondanks die afwesigheid van enige gronde vir afrede of ontslag in hierdie regulasies vermeld, kan 'n raad 'n beampte uitgesonderd 'n beampte op kontrak se diens beëindig met skriftelike kennisgewing van minstens drie maande van die beëindiging van sy diens: Met dien verstande dat sodanige beampte binne 14 dae na ontvang van genoemde kennisgewing, of binne die verdere tydperk wat die Minister toelaat, by die Minister skriftelik appél teen sy diensbeëindiging kan aanteken: Met

(b) on or at any time after attaining the pensionable age of 60 years if—

(i) he has given three months' notice in advance of his wish to so retire; or

(ii) the council decides so to retire him on three months' notice:

Provided that the pensionable age shall be deemed to be the age of 55 years in the case of a female officer who was appointed before the first day of January 1956, and is a member of the Provident Fund: Provided further, that an officer who is a member of the Provident Fund and was appointed with effect from any date subsequent to 31 December 1955, shall not retire from the service of any institution before attaining the age of 65 years.

Extension of Service

28. A council may, with the approval of the Secretary, extend the service of an officer, with his consent, after his attaining the retirement age as provided by regulation 27 for periods of not more than one year at a time.

Discharge

29. (1) An officer may be discharged by a council from the service of an institution—

(a) on account of continued ill-health;

(b) owing to the abolition of his post or any reduction, reorganisation or re-adjustment of the fixed establishment of the institution;

(c) if, for reasons other than his own unfitness or incapacity, his discharge will promote efficiency or economy in the institution in which he is employed;

(d) on account of unfitness for his duties or incapacity to carry them out efficiently;

(e) on account of misconduct;

(f) if, in the case of an officer appointed on probation, his appointment is not confirmed; or

(g) in the case of a female officer, on account of her marriage, whether such discharge is effected on or on one month's notice at any time after her marriage.

(2) An officer who absents himself from his official duties without permission from the director or his supervising officer for a period exceeding 30 days shall be deemed to have been discharged from the service of the institution on account of misconduct with effect from the date immediately succeeding his last day of attendance at his place of duty: Provided that, if such officer assumes other employment, he shall be deemed to have been thus discharged notwithstanding that the said period has not expired: Provided further, that if such officer reports for duty at any time after the expiry of the period mentioned, the council may reinstate him in his former or any other post on such conditions as the council may decide, in which event the period of his absence from official duty shall be deemed to have been absence on vacation leave without pay, or on leave on such other conditions as the Secretary may decide.

(3) Notwithstanding the absence of any cause for retirement or discharge set out in these regulations, a council may terminate the employment of an officer (other than an officer on contract) on at least three months' notice in writing of the termination of his services: Provided that such officer may within 14 days after receipt of the notice mentioned, or within such further period as the Minister may allow, lodge a written appeal against the termination of his services with the Minister: Provided further, that the Minister may order

dien verstande voorts dat die Minister kan gelas dat sodanige appellant in sy vorige pos of 'n ander pos herstel word op die voorwaardes wat die Minister bepaal.

(4) 'n Direkteur kan 'n werknemer met kennisgewing van minstens 24 uur uit die diens van die inrigting ontslaan: Met dien verstande dat die raad sodanige werknemer behoudens die bepalings van hierdie regulasies weer in die diens van die inrigting kan neem.

Funksies en Pligte van Beamptes en Werknemers

30. (1) Benewens die funksies en pligte wat deur die raad en ingevolge die regulasies en die reëls van die raad aan die direkteur toegewys of opgedra word, is hy verantwoordelik vir—

(a) die organisasie, uitvoering en bestuur van die werksaamhede van die inrigting ooreenkomstig die beleid wat die raad bepaal en die opdragte wat die raad gee;

(b) die handhawing van tug en doeltreffende bestuur in die inrigting;

(c) die behoorlike gebruik en versorging van die eiendom wat aan die inrigting behoort of toevertrou is; en

(d) die behoorlike behartiging van die geldsake van die inrigting.

(2) 'n Beampte of werknemer verrig die pligte wat die raad of die direkteur van tyd tot tyd aan hom opdra.

(3) 'n Raad of 'n direkteur kan 'n beampte of werknemer aansê om tydelik ander pligte te verrig as dié wat gewoonlik aan sodanige beampte of werknemer opgedra word of wat by die graad, benaming of indeling van sy pos pas.

Amptelike Kanale

31. 'n Versoek of mededeling van 'n beampte of werknemer oor 'n aangeleentheid wat binne die bestek van—

(a) die raad se bevoegdhede, funksies of pligte val word deur bemiddeling van die direkteur aan die raad gerig en deur die direkteur aan die raad voorgelê; en

(b) die Minister of die Sekretaris se bevoegdhede, funksies of pligte val, word deur bemiddeling van die direkteur en die raad aan die Sekretaris gerig.

Gehoorsaamheid

32. 'n Beampte of werknemer gehoorsaam 'n wettige opdrag van iemand wat bevoeg is om dit te gee maar kan, nadat hy dit uitgevoer het, die persoon wat die opdrag gegee het, vra om dit skriftelik te herhaal, kan dan skriftelik beswaar by die direkteur aanteken en, indien hy ontevrede is met die direkteur se beslissing, versoek dat die beslissing aan die raad vir hersiening voorgelê word.

DEEL V.—BEAMPTES EN WERKNEMERS—AFWESIGHEIDSVARLOF

Indeling van Verlof

33. (1) Alle afwesigheid van diens met verlof word onder een of meer van die volgende hoofde ingedeel:—

(a) Vakansieverlof:—

(i) vakansieverlof met volle betaling;

(ii) vakansieverlof sonder betaling.

(b) Siekteverlof:—

(i) siekteverlof met volle betaling;

(ii) siekteverlof met halwe betaling;

that such appellant be reinstated in his former post or in any other post subject to such conditions as the Minister may determine.

(4) A director may discharge an employee on notice of at least 24 hours from the service of the institution: Provided that the council may, subject to the provisions of these regulations, re-employ such employee in the service of the institution.

Functions and Duties of Officers and Employees

30. (1) A director shall, in addition to the functions and duties assigned to or imposed on him by the council and in terms of the regulations and the rules of the council, be responsible for—

(a) the organisation, carrying out and direction of the work of the institution in accordance with the policies laid down and the directions given by the council;

(b) the maintenance of discipline and efficient administration in the institution;

(c) the proper use and care of the property belonging or entrusted to the institution; and

(d) the proper care of the finances of the institution.

(2) An officer or employee shall perform the duties assigned to him from time to time by the council or the director.

(3) A council or a director may require an officer or employee temporarily to perform duties other than those ordinarily assigned to such officer or employee or appropriate to the grade, designation or classification of his post.

Official Channels

31. A request or communication from an officer or employee in connection with any matter falling within the scope of—

(a) the council's powers, functions or duties shall be addressed to the council through the medium of the directors and shall be submitted by the director to the council; and

(b) the Minister's or Secretary's powers, functions or duties shall be submitted to the Secretary through the medium of the director and the council.

Obedience

32. An officer or employee shall obey any lawful instruction given to him by a person who is competent to do so but may, after having carried it out, request the person who gave the instruction to repeat it in writing, may then protest in writing to the director and, if he is dissatisfied with the director's decision, request that the decision be submitted to the council for review.

PART V.—OFFICERS AND EMPLOYEES—LEAVE OF ABSENCE

Classification of Leave

33. (1) All absence from duty on leave shall be classified under one or more of the following headings:—

(a) Vacation Leave—

(i) vacation leave with full pay;

(ii) vacation leave without pay.

(b) Sick Leave—

(i) sick leave with full pay;

(ii) sick leave with half pay;

(b) *Siekteverlof*:—

Indeling	Groep	Getal dae in elke tydkring met—	
		volle betaling	halwe betaling
(i) Alle beamptes.....	A	120	120
(ii) 'n Volydse Blanke werknemer wat voor 1 September 1969 aangestel is en—			
in voorhersiene siekteverlofgroep A was.....	A	120	120
in voorhersiene siekteverlofgroep B of D was; OF	B	90	90
in voorhersiene siekteverlofgroep F of H was, sodra hy 10 jaar diens voltooi het;			
in voorhersiene siekteverlofgroep F was, totdat hy 10 jaar diens voltooi het; OF	C	60	60
in voorhersiene siekteverlofgroep H was, sodra hy vyf jaar diens voltooi het;			
in voorhersiene siekteverlofgroep H was totdat hy vyf jaar diens voltooi het.....	D	30	30
(iii) 'n Volydse Blanke werknemer wat op of na 1 September 1969 aangestel is en wat onderstaande diens voltooi het asook enige deelydse Blanke werknemer wat onderstaande diens voltooi het—			
Tien jaar of langer.....	B	90	90
Vyf jaar of langer, maar minder as 10 jaar.....	C	60	60
Minder as vyf jaar.....	D	30	30
(iv) 'n Volydse of deelydse nie-Blanke werknemer wat onderstaande diens voltooi het—			
Twintig jaar of langer.....	B	90	90
Tien jaar of langer, maar minder as 20 jaar.....	C	60	60
Vyf jaar of langer, maar minder as 10 jaar.....	D	30	30
Minder as 5 jaar.....	E	15	15

Toepassing van Verlofregulasies

35. (1) Hierdie verlofregulasies is op alle beamptes, voltydse en deelydse werknemers van toepassing.

(2) Indien 'n beampte afgetree het of om watter rede ook al sy permanente betrekking by 'n inrigting beëindig het maar, met of sonder onderbreking van diens, in 'n tydelike hoedanigheid heraan gestel word—

(a) word sodanige heraanstelling by die toepassing van hierdie regulasies betreffende verlof in elke opsig as 'n nuwe aanstelling beskou;

(b) tel sy vorige permanente diens nie as diens vir verlofdoeleindes nie; en

(c) verval sy opgehoopte verlof by beëindiging van sy permanente diens.

Verlof is 'n Vergunning

36. (1) Afwesigheidsverlof waarvoor in hierdie regulasies voorsiening gemaak word, is 'n vergunning, word nie as 'n reg geëis nie en word slegs toegestaan met inagneming van die behoeftes van die inrigting.

(2) 'n Beampte of werknemer wat die diens van 'n inrigting verlaat, om watter rede ook al, het regtens geen aanspraak op betaling van die geldwaarde van ongebruikte verlof nie.

(3) Die bepalinge van hierdie regulasie verhoed nie die betaling van 'n verlofgratifikasie kragtens regulasie 66 nie.

(b) *Sick Leave*:—

Classification	Group	Number of days in each cycle with—	
		full pay	half pay
(i) All officers.....	A	120	120
(ii) A full-time White employee appointed before 1 September 1969 who—			
was in pre-revised sick leave group A.....	A	120	120
was in pre-revised sick leave group B or D; OR	B	90	90
was in pre-revised sick leave groups F or H, upon completion of 10 years' service;			
was in pre-revised sick leave group F, until he has completed 10 years' service; OR	C	60	60
was in pre-revised sick leave group H, upon completion of five year's service;			
was in pre-revised sick leave group H, until he has completed five year's service	D	30	30
(iii) A full-time White employee appointed on or after 1 September 1969 who has completed the following service as well as any part-time White employee who has completed the following service—			
Ten years or longer.....	B	90	90
Five years or longer, but less than 10 years.....	C	60	60
Less than five years.....	D	30	30
(iv) A full-time or part-time non-White employee who has completed the following service—			
Twenty years or longer.....	B	90	90
Ten years or longer, but less than 20 years.....	C	60	60
Five years or longer, but less than 10 years.....	D	30	30
Less than five years.....	E	15	15

Application of Leave Regulations

35. (1) These leave regulations shall be applicable to all officers, full-time and part-time employees.

(2) If an officer has retired or has relinquished his permanent post at an institution for any reason whatsoever but is re-appointed, with or without a break in service, in a temporary capacity—

(a) such re-appointment shall in every respect be regarded as a new appointment in applying these leave regulations;

(b) his previous permanent service shall not count as service for leave purposes; and

(c) his accumulated leave shall lapse when his permanent appointment is terminated.

Leave is a Privilege

36. (1) Leave of absence provided for in these regulations is a privilege, shall not be claimable as a right and shall only be granted subject to the exigences of the institution.

(2) An officer or employee who leaves the service of an institution, for any reason whatsoever, cannot legally claim payment in respect of the cash value of leave standing to his credit.

(3) The provisions of this regulation shall not preclude the payment of a leave gratuity in terms of regulation 66.

Aansoek om verlof

37. (1) 'n Beampte of werknemer verlaat nie sy werk en bly nie van diens weg nie voordat hy skriftelik om verlof aansoek gedoen het en deur of namens die direkteur in kennis gestel is dat die verlofaansoek goedgekeur is, tensy hy in sy diens geskors is of weens sy skielike siekte of ander omstandighede wat vir die raad aanneemlik is, verhinder word om in sy werk aan te bly of hom vir diens aan te meld.

(2) 'n Aansoek om verlof word gedoen in 'n vorm wat die Sekretaris goedkeur.

(3) Die vorm van die geneeskundige sertifikaat wat ter staving van 'n aansoek om siekteverlof moet dien, word deur die Sekretaris goedgekeur.

Toestaan en intrekking van verlof

38. (1) 'n Raad of 'n direkteur (indien die raad hom bevoegdheid daartoe verleen) kan aan 'n beampte of werknemer afwesigheidsverlof toestaan en kan sodanige verlof te eniger tyd intrek.

(2) Verlof oorskry nie die perke in hierdie regulasies voorgeskryf nie tensy die Sekretaris anders goedkeur.

Aantekening van Verlof: Verlofstate

39. (1) 'n Direkteur hou ten opsigte van elke beampte of werknemer 'n verlofstaat, waarin aangeteken word—

(a) die vakansieverlof wat 'n beampte of werknemer op die eerste Januarie van elke jaar tot sy krediet het: Met dien verstande dat 'n gedeelte van 'n dag as een dag gereken word; en

(b) alle afwesigheid van diens, volgens die indeling in regulasie 33.

(2) Alle verlofaansoeke word vir rekord- en auditdoeleindes bewaar.

Betaling van Toelaes, ens., tydens Verlof

40. Die voortsetting of staking van die betaling aan 'n beampte of werknemer van toelaes of besoldiging anders as sy salaris of loon en sy aanspreeklikheid vir die betaling van huur ten opsigte van amptelike huisvesting gedurende tydperke van verlof is onderworpe aan die voorskrifte deur die Sekretaris uitgereik in verband met sodanige toelaes, betaling en betaling van huur.

Verlof wat vir Verlofdoeleindes Tel

41. (1) Alle verlof (van watter aard ook al) met volle of gedeeltelike betaling en vakansie- en siekteverlof sonder betaling van altesaam 15 dae in 'n maand tel as diens vir die doel van verlofaanwas: Met dien verstande dat, indien die verlof sonder betaling die hierin gemelde getal dae oorskry, die voorsiening ten opsigte van siekteverlof met volle betaling en siekteverlof met halwe betaling wat ooreenkomstig regulasie 34 op 'n beampte of werknemer van toepassing is, met een ses-en-dertigste ten opsigte van elke sodanige oorskryding verminder word en hierdie vermindering aangebring word ten opsigte van die tydkring waarin die oorskryding voorkom of, indien die beskikbare siekteverlof van die betrokke tydkring reeds gebruik is, ten opsigte van die eersvolgende tydkring.

(2) Vakansie- en siekteverlof sonder betaling tel as diens vir die vasstelling van die indeling van 'n beampte of werknemer by 'n verlofgroep kragtens regulasie 34.

(3) Vakansieverlof wat kragtens subregulasie (1) gedurende 'n tydperk van vakansie- of siekteverlof sonder betaling aanwas, word nie aan 'n beampte of werknemer toegestaan nie voordat hy, na sy afwesigheid met sodanige verlof sonder betaling, weer sy dienste hervat het, en word nie met terugwerkende krag toegestaan nie.

Application for Leave

37. (1) An officer or employee shall not leave or stay away from his work or duty until he has applied in writing for leave and has been advised by or on behalf of the director that his application for leave has been approved, unless he has been suspended from duty or is prevented by sudden illness or other circumstances that are acceptable to the board from remaining on or reporting for duty.

(2) An application for leave shall be submitted in a form approved by the Secretary.

(3) The form of the medical certificate required to support any application for sick leave shall be as approved by the Secretary.

Grant and Withdrawal of Leave

38. (1) A council or a director (if the council has empowered him to do so) may grant leave of absence to an officer or employee and may at any time withdraw such leave.

(2) Leave may not exceed the limits prescribed by these regulations unless the Secretary approves otherwise.

Recording Leave: Leave Register

39. (1) A director shall keep in respect of every officer or employee a leave register, in which shall be recorded—

(a) the vacation leave standing to the credit of an officer or employee on the first of January of each year: Provided that any part of a day shall be calculated as one day; and

(b) all absence from duty, according to the classification in regulation 33.

(2) All leave applications shall be kept for record and audit purposes.

Payment of Allowances, etc., During Leave

40. The continuance or cessation of the payment to an officer or employee of allowances or remuneration other than his salary or wage and his liability for the payment of rent in respect of official quarters during periods of leave shall be subject to any instructions issued by the Secretary with regard to such allowances, remuneration and payment of rent.

Leave Counting for Leave Purposes

41. (1) All leave (of whatever nature) with full or part pay and vacation and sick leave without pay not exceeding 15 days in the aggregate in a month shall count for the purpose of leave accrual: Provided that, if the leave without pay exceeds the number of days mentioned herein, the provision in respect of sick leave with full pay and sick leave with half pay that is applicable to an officer or employee in terms of regulation 34 shall be reduced by one thirty-sixth in respect of each such excess, which reduction shall be made in respect of the cycle in which the excess occurs or, if the available sick leave for the relative cycle has already been taken, in respect of the next succeeding cycle.

(2) Vacation and sick leave without pay shall count as service for the purpose of determining an officers' or employee's leave group under regulation 34.

(3) Vacation leave which in terms of subregulation (1) accrues during a period of vacation or sick leave without pay shall not be granted to an officer or employee until he has, after his absence on such leave without pay, resumed his duties, and shall not be granted with retrospective effect.

Verlof tel vir Salarisverhogingsdoeleindes

42. Alle verlof (van watter aard ook al), hetsy met of sonder betaling, tel as diens vir salarisverhogingsdoeleindes.

Rusdae

43. (1) 'n Rusdag word nie geag verlof te wees nie en word nie in die verlofstaat as sodanig aangeteken nie: Met dien verstande dat—

(a) 'n Rusdag, of twee of meer opeenvolgende rusdae, wat binne 'n tydperk van verlof val, geag word verlof te wees wat onder dieselfde hoof van regulasie 33 val as die verlof wat sodanige rusdag of rusdae voorafgaan en daarop volg;

(b) 'n rusdag, of twee of meer opeenvolgende rusdae, wat tussen 'n tydperk van vakansieverlof en 'n tydperk van siekteverlof (of omgekeerd) val, geag word vakansieverlof sonder betaling te wees tensy hy beamppte of werknemer bewys lewer dat hy werklik op sodanige rusdag of rusdae siek was; en

(c) indien 'n beamppte of werknemer aangesê word om hom op 'n rusdag vir diens aan te meld en hy in gebreke bly om dit te doen, sodanige rusdag geag word vakansieverlof sonder betaling te wees tensy hy weens omstandighede wat vir die raad aanneemlik is, verhinder is om hom vir diens aan te meld.

(2) Aan 'n beamppte of werknemer word nie salaris of loon ten opsigte van 'n rusdag betaal nie, tensy hy kragtens sy diensvoorwaardes op sodanige betaling vir die dag geregtig is.

Verval van Verlof by Uitdienstreding

44. (1) Sodra 'n beamppte of werknemer kennis gee van bedanking, verval toegestane verlof met betaling met ingang van die datum van sodanige kennisgewing of, indien die kennisgewing nie gedateer is nie, vanaf die datum van ontvangs daarvan deur of namens die direkteur, en verlof aangevra of afwesigheid van diens na daardie datum word geag vakansieverlof sonder betaling te wees: Met dien verstande dat die bepalings van hierdie subregulasie—

(a) van toepassing is slegs op afwesigheid gedurende die laaste 30 dae van 'n beamppte of werknemer se diens; en

(b) nie van toepassing is nie op—

(i) siekteverlof;

(ii) spesiale verlof toegestaan ingevolge regulasie 63 (1) (b), (c) of (d); en

(iii) vakansieverlof toegestaan ingevolge regulasie 56.

(2) Enige onbenutte toegestane afwesigheidsverlof van 'n beamppte of werknemer verval by die beëindiging van sy diens om watter rede ook al.

(3) 'n Beamppte of werknemer se dienstdynerk word nie verleng ten einde hom in staat te stel om gebruik te maak van die verlof wat aan hom toegestaan is nie.

Ongemagtigde Afwesigheid van Diens

45. Behalwe soos in regulasie 63 (1) (c) bepaal of tensy 'n raad anders bepaal, word alle ongemagtigde afwesigheid van diens geag vakansieverlof sonder betaling te wees.

VAKANSIEVERLOF: ALGEMENE BEPALINGS

46. (1) Vakansieverlof was aan ten opsigte van elke voltooiende maand van diens en wel teen een-twaalfde van die voorsiening wat ooreenkomstig regulasie 34, op 'n beamppte of werknemer van toepassing is.

Leave Counts for Salary Increments

42. All leave (of whatever nature), whether with or without pay, shall count as service for the purposes of salary increments.

Days of Rest

43. (1) A day of rest shall not be regarded as leave and shall not be recorded as such in the leave register: Provided that—

(a) a day of rest, or two or more consecutive days of rest, falling within a period of leave, shall be regarded as leave falling under the same heading of regulation 33 as the leave which precedes and succeeds such day or days of rest;

(b) a day of rest, or two or more consecutive days of rest, falling between a period of vacation leave and a period of sick leave (or *vice versa*) shall be regarded as vacation leave unless the employee concerned produces evidence that he was actually ill on such day of rest; and

(c) if an officer or employee who is called upon to report for duty on a day of rest fails to do so, such day of rest shall be regarded as vacation leave without pay, unless he was prevented from reporting for duty by circumstances which are acceptable to the board.

(2) An officer or employee shall not be paid a salary or wage in respect of a day of rest unless he is entitled to such payment for the day in terms of his conditions of service.

Lapse of Leave on Termination of Employment

44. (1) Immediately an officer or employee gives notice of resignation, any leave with pay granted shall lapse with effect from the date of such notice or, if the notice is undated, from the date it is received by or on behalf of the director, and any leave applied for or absence from duty thereafter shall be regarded as vacation leave without pay: Provided that the provisions of the subregulation shall—

(a) apply only in respect of absence during the officers' or employee's last 30 days of service; and

(b) not apply to—

(i) sick leave;

(ii) special leave granted in terms of regulation 63

(1) (b), (c) or (d); and

(iii) vacation leave granted in terms of regulation 56.

(2) Any unused leave of absence granted to an officer or employee shall lapse on the termination of his services for any reason whatsoever.

(3) An officer's or employee's period of employment shall not be extended in order to enable him to utilise leave that may have been granted to him.

Unauthorised Absence from Duty

45. (1) Except as provided for in regulation 63 (1) (c) or unless a council provides otherwise, all unauthorised absence from duty shall be regarded as being vacation leave without pay.

VACATION LEAVE: GENERAL PROVISIONS

46. (1) Vacation leave shall accrue in respect of each completed month of service at the rate of one-twelfth of the provision applicable to an officer or employee in terms of regulation 34.

(2) 'n Beampte of werknemer wat van een betrekking na 'n ander oorgeplaas word waardeur 'n verandering van sy groepering vir verlofdoeleindes meegebring word, of wat om 'n ander rede as sy oorpasing van die een na die ander vakansieverlofgroep oorgaan—

(a) behou die vakansieverlofkrediet wat gedurende sy dienstydperk in die vorige groep aangewas het; en

(b) verwerf vakansieverlof volgens die nuwe groepering op hom van toepassing vanaf die eerste dag van die maand waarin sodanige oorpasing of oorgang van krag word,

behoudens die bepalings van regulasie 35 (2).

(3) 'n Raad kan te eniger tyd van 'n beampte of werknemer vereis dat hy 'n gedeelte van of al die vakansieverlof neem wat hom toekom, mits die maksimum tydperk van verlof in subregulasie (4) bepaal, nie oorskry word nie.

(4) Behoudens die bepalings van regulasie 56 word daar nie aan 'n beampte of werknemer altesaam meer as 184 dae vakansieverlof met volle betaling toegestaan in 'n tydperk van 18 maande nie en word afwesigheid van diens bo hierdie beperking, maar nie vir langer as altesaam 184 dae in 'n tydperk van 18 maande nie, gedek deur die bestaan van vakansieverlof sonder betaling.

(5) Indien daar aan 'n beampte of werknemer meer vakansieverlof met volle betaling toegestaan is as waarvoor in hierdie regulasies voorsiening gemaak word, kan sodanige oorskryding afgetrek word van vakansieverlof wat later aan hom toeval: Met dien verstande dat indien die beampte of werknemer bedank of sy dienste beëindig word voordat voldoende vakansieverlof vir die doel van sodanige aftrekking aan hom toegeval het, daardie gedeelte van die oorskryding wat sy vakansieverlofaanwas op die laaste dag van sy diens oorskry, as 'n oorbetalings van salaris geag word, wat of teruggevorder of met bevoegde magtiging afgeskryf word.

(6) Indien gegronde redes daarvoor bestaan, kan 'n raad na goeddunke aan 'n beampte of werknemer wat geen vakansieverlof met betaling tot sy krediet het nie, vakansieverlof sonder betaling toestaan maar vir nie langer as altesaam 184 dae in enige tydperk van 18 maande nie.

(7) Die uitvaardiging van hierdie regulasies en die intrekking van die regulasies wat onmiddellik voor sodanige uitvaardiging van krag was, raak in geen opsig die aaneenlopendheid van die vakansieverlofvoorregte van 'n beampte of werknemer wat onmiddellik voor die datum van inwerkingtreding van hierdie regulasies in diens van die inrigting was nie, en opgeloopte vakansieverlof bly staan tot die krediet van sodanige beampte of werknemer.

(8) Behoudens die bepalings van subregulasie (9) behou iemand wat voltyds in diens is in 'n Staatsdepartement, die Administrasie van 'n Provinsie, van Suidwes-Afrika of van die Suid-Afrikaanse Spoorweë of van 'n inrigting of liggaam wat by of kragtens Wet ingestel en deur die Staat gefinansier of gesubsidieer word en wat sonder 'n onderbreking van diens oorgeplaas word na of aangestel word in 'n pos waarin hierdie verlofregulasies op hom van toepassing word, die vakansieverlof wat tot sy krediet gestaan het op die dag voor sy oorpasing of aanstelling, en die vorige diens ten opsigte waarvan die verlofkrediet oorgedra word, tel as diens vir verlofdoeleindes: Met dien verstande dat, indien sodanige verlof eers na voltooiing van 'n vasgestelde dienstydperk vir benutting beskikbaar sou geword het en sodanige dienstydperk op die datum waarop hierdie regulasie op die beampte of werknemer van toepassing word, nog nie

(2) If an officer or employee is transferred from one post to another and his transfer results in a change in his classification for leave purposes or if, for any reason other than his transfer, passes from one vacation leave group to another—

(a) he shall retain the vacation leave credit which accrued during his period of service in the previous group; and

(b) he shall earn vacation leave according to the new group applicable to him from the first day of the month during which such transfer or grouping becomes effective,

subject to the provisions of regulation 35 (2).

(3) A council may at any time require an officer or employee to take the whole or any portion of the vacation leave due to him, provided that the maximum period of leave prescribed in subregulation (4) is not exceeded.

(4) Subject to the provisions of regulation 56 an officer or employee shall not be granted vacation leave on full pay in excess of 184 days in the aggregate in any period of 18 months and any absence from duty above this limit, but not exceeding 184 days in the aggregate in any period of 18 months, shall be covered by the grant of vacation leave without pay.

(5) In the event of an officer or employee being granted vacation leave with full pay in excess of that provided in these regulations, such excess may be deducted from vacation leave which subsequently accrued to him: Provided that in the event of the officer or employee resigning or his services being terminated before sufficient vacation leave has acquired to him for the purpose of such deduction, such portion of the excess as exceeds the accrual of his vacation leave on his last day of service shall be regarded as an overpayment of salary, which shall either be recovered or be written off under competent authority.

(6) If sound reasons exist, a council may at its discretion grant an officer or employee who has no vacation leave with pay to his credit vacation leave without pay but not exceeding 184 days in the aggregate in any period of 18 months.

(7) The promulgation of these regulations and the repeal of the regulations which were in force immediately prior to such promulgation shall in no way effect the continuity of the vacation leave privileges of an officer or employee who was employed by the institution immediately prior to the date of commencement of these regulations, and accumulated vacation leave shall remain to the credit of such officer or employee.

(8) Subject to the provisions of subregulation (9), any person who is in full-time employment in a Government department, the Administration of a Province, of South-West Africa or of the South African Railways or of an institution or body instituted by or in terms of an Act and financed or subsidised by the Government and is, without a break in service, transferred or appointed to a post in which these leave regulations apply to him shall retain the vacation leave standing to his credit on the day preceding his transfer or appointment, and the previous service in respect of which the leave credit is carried forward shall count as service for leave purposes: Provided that, if such leave would have been available for utilisation only after completion of a fixed period of service and such period of service has not been completed at the date on which this regulation becomes applicable

voltooi is nie, die verlofkrediet na verhouding tot die gedeelte van bedoelde dienstydperk wat hy op laasgenoemde datum voltooi het, bereken kan word en die verlof so bereken onmiddellik toegestaan kan word.

(9) By die toepassing van die bepalings van subregulasie (8) word 'n gedeelte van 'n dag as een dag gereken wanneer die verlofkrediet oorgedra word.

SIKTEVERLOF.—ALGEMENE BEPALINGS

Siekteverlof met Volle en Halwe Betaling

47. (1) Siekteverlof val aan 'n beampte of werknemer toe op die eerste dag van 'n tydkring en, behoudens andersluidende bepalings in hierdie regulasies, kan die volle voorsiening van die betrokke tydkring met ingang van daardie dag aan hom toegestaan word: Met dien verstande dat aan geen beampte of werknemer siekteverlof met volle of halwe betaling toegestaan word voordat hy 30 dae diens voltooi het nie en dan slegs ten opsigte van afwesigheid na die voltooiing van sodanige diens.

(2) Indien 'n beampte of werknemer gedurende 'n tydkring sonder onderbreking van diens oorgaan na 'n groep waarin die voorsiening vir siekteverlof minder gunstig is as dié wat voorheen op hom van toepassing was, hou die voorsiening vir siekteverlof wat voorheen op hom van toepassing was, vir die duur van die betrokke tydkring aan om op hom van toepassing te wees.

(3) Indien 'n beampte of werknemer gedurende 'n tydkring sonder onderbreking van diens oorgaan na 'n groep waarin die voorsiening vir siekteverlof gunstiger is as dié wat voorheen op hom van toepassing was, word die voorsiening vir siekteverlof van die nuwe groep onmiddellik op hom van toepassing.

Verval van Ongebruikte Siekteverlof

48. Ongebruikte siekteverlof wat vir 'n bepaalde tydkring voorgeskryf is, verval aan die einde van die betrokke tydkring.

Toestaan van Siekteverlof

49. Siekteverlof word toegestaan slegs ten opsigte van 'n beampte of werknemer se afwesigheid van diens weens 'n siekte, ongesteldheid of besering wat nie te wyte is aan sy eie toedoen of gebrek aan behoorlike voorsorg nie.

Siekteverlof vir Sekere Siektes

50. Siekteverlof vir senuwee-aandoenings, slapeloosheid, swakte en dergelike minder goed omskrewe siektes of ongesteldhede word toegestaan slegs indien die raad oortuig is dat die applikant se gesondheidstoestand—

(a) hom ongeskik maak vir sy werk; en

(b) nie voortvloei uit sy versuim om aansoek om vakansieverlof te doen nie.

Verpligte Mediese Ondersoek

51. Die raad kan te eniger tyd eis dat 'n beampte of werknemer hom onderwerp aan 'n ondersoek op koste van die inrigting deur een of meer geregistreerde geneeshere wat die raad aanwys.

Siekteverlof vir Meer as Drie Dae

52. (1) Indien 'n beampte of werknemer weens siekte van diens afwesig is vir 'n aaneenlopende tydperk van langer as drie dae, word siekteverlof aan hom toegestaan slegs as hy 'n sertifikaat voorlê van 'n geregistreerde geneesheer (of 'n geregistreerde tandarts, indien regulasie 54 op hom van toepassing is) wat—

(a) die aard van die siekte duidelik omskryf;

(b) verklaar dat hy nie in staat is om sy ampspligte waar te neem nie; en

to the officer or employee, the leave credit may be calculated in proportion to such part of the period of service referred to as he has completed on the latter date and the leave thus calculated may be granted immediately.

(9) In applying the provisions of subregulation (8), any part of a day shall be taken as one day when the leave credit is being carried forward.

SICK LEAVE.—GENERAL PROVISIONS

Sick Leave with Full and Half Pay

47. (1) Sick leave shall accrue to an officer or employee on the first day of a cycle and, subject to any other provisions of these regulations, the full provisions of the relative cycle may be granted to him with effect from that day: Provided that no officer or employee shall be granted sick leave with full or half pay until he has completed 30 days' service and then only in respect of absence subsequent to the completion of such service.

(2) If an officer or employee, during a cycle and without a break in service, passes to a group in which the sick leave provision is less favourable than that formerly applicable to him, the sick leave provision formerly applicable to him shall, for the duration of the relative cycle, continue to apply to him.

(3) If an officer or employee, during a cycle and without a break in service, passes to a group in which the sick leave provision is more favourable than that formerly applicable to him, the sick leave provision of the new group shall immediately apply to him.

Lapse of Unused Sick Leave

48. Unused sick leave prescribed for a particular cycle shall lapse at the end of that cycle.

Granting of Sick Leave

49. Sick leave shall be granted only in respect of the absence from duty of an officer or employee owing to an illness, indisposition or injury for which he was not himself responsible or which was not due to his failure to take reasonable precautions.

Sick Leave for Certain Illnesses

50. Sick leave shall be granted in respect of nervous complaints, insomnia, debility and similar ill-defined illnesses or indispositions only if the board is satisfied that the applicant's condition of health—

(a) incapacitates him for duty; and

(b) does not arise from his failure to apply for vacation leave.

Compulsory Medical Examination

51. The council may at any time require an officer or employee to submit to an examination at the expense of the institution by one or more registered medical practitioner nominated by the council.

Sick Leave in Excess of Three Days

52. (1) If an officer or employee is absent from duty for a continuous period of more than three days owing to illness, he shall be granted sick leave only if he submits a certificate by a registered medical practitioner (or a registered dentist, if regulation 54 is applicable to him) which—

(a) clearly describes the nature of the illness;

(b) states that he is not capable of performing his official duties; and

(c) aantoon watter tydperk nodig is vir sy herstel.

(2) Die raad kan na goeddunke eis dat so 'n sertifikaat ook ten opsigte van tydperke van drie dae of minder ingedien word.

(3) Indien die raad oortuig is dat 'n beamppte of werknemer se afwesigheid bona fide te wyte is aan siekte en dat daar goeie redes bestaan waarom 'n sertifikaat van ongesteldheid nie ingedien is nie, kan hy die beamppte of werknemer van die indiening van 'n sertifikaat vrystel ten opsigte van 'n aaneenlopende tydperk van siekteverlof van hoogstens 14 dae en sodanige vrystelling op die verlofaansoek endosseer.

Maksimum Siekteverlof sonder Sertifikaat van Ongesteldheid

53. Siekteverlof met of sonder betaling ten opsigte waarvan 'n in regulasie 52 bedoelde sertifikaat nie ingedien is nie, word toegestaan slegs vir altesaam 10 dae gedurende 'n jaar eindigende op 31 Desember en verdere afwesigheid word gedek deur die toestaan van vakansieverlof of, indien die beamppte geen vakansieverlof tot sy krediet het nie, van vakansieverlof sonder betaling. Met dien verstande dat die bepalinge van hierdie regulasie nie van toepassing is nie op tydperke van afwesigheid ten opsigte waarvan vrystelling ingevolge regulasie 52 verleen is. Met dien verstande voorts dat sodanige tydperke nie by die vasstelling van die 10 dae ingereken word nie.

Sertifikaat van Ongesteldheid deur 'n Tandarts Uitgereik

54. (1) Indien 'n beamppte se afwesigheid te wyte is aan 'n tandverswering, 'n kakebeenbreuk, akute Vincent-besmetting van die mond of komplikasies wat voortvloei uit die trek van tande, soos beenmurgontsteking, beenontsteking en sekondêre bloeiing, kan 'n sertifikaat soos by regulasie 52 omskryf en deur 'n geregistreerde tandarts uitgereik, vir die doel van daardie regulasie aanvaar word.

(2) Ondanks die bepalinge van subregulasie (1) kan die raad eis dat 'n sertifikaat van 'n geregistreerde geneesheer ingedien word alreer hy siekteverlof toestaan.

Weiering van Siekteverlof

55. Ondanks die indiening van 'n sertifikaat soos by regulasies 52 en 54 omskryf, kan die raad na goeddunke weier om siekteverlof met betaling toe te staan ten opsigte van afwesigheid van diens waarop die sertifikaat betrekking het, en in so 'n geval word die afwesigheid as ongemagtig beskou en is die bepalinge van regulasie 45 van toepassing.

Omsetting van Vakansieverlof in Siekteverlof

56. (1) Aan 'n beamppte of werknemer kan, op sy skriftelike aansoek, enige vakansieverlof wat hy tot sy krediet het, toegestaan word in plaas van siekteverlof met halwe betaling of siekteverlof sonder betaling, mits sodanige aansoek nie later nie as 30 dae nadat hy sy dienste hervat het, ingedien word. Met dien verstande dat die getal dae vakansieverlof wat aldus toegestaan word nie 365 dae in 'n tydkring oorskry nie. Met dien verstande voorts dat die raad oortuig is dat die betrokke beamppte of werknemer op die betrokke tydstop nie permanent ongeskik is vir die hervatting van sy normale pligte nie.

(2) Indien vakansieverlof aan 'n beamppte of werknemer toegestaan is en hy ten opsigte daarvan betaling ontvang het, word sodanige verlof nie weer in siekteverlof met halwe betaling of sonder betaling omgesit nie.

(c) indicates the period necessary for his recuperation.

(2) The council may, in its discretion, require the submission of such a certificate in respect of periods of three days or less.

(3) If the council is satisfied that the absence of an officer or employee is bona fide due to illness and that there are good reasons for the non-production of a certificate of indisposition, it may waive the submission of such a certificate by the officer or employee in respect of sick leave for a continuous period not exceeding 14 days and endorse such waiver on the application for leave.

Maximum Sick Leave Without Certificate of Indisposition

53. Sick leave, with or without pay, in respect of which a certificate referred to in regulation 52, is not submitted, may be granted only for an aggregate of 10 days during any year ending 31 December and any further absences shall be covered by the granting of vacation leave or, if the officer or employee has no vacation leave to his credit, of vacation leave without pay. Provided that the provisions of this regulation shall not apply to periods of absence in respect of which exemption in terms of regulation 52 has been granted. Provided further that such periods shall not be taken into consideration in the determination of the 10 days.

Certificate of Indisposition Issued by a Dentist

54. (1) If an officer or employee's absence is due to a dental abscess, a fracture of the jaw, acute Vincent infection of the mouth or complications following dental extractions, such as osteomyelitis, osteitis and secondary haemorrhage, a certificate as defined by regulation 52 and issued by a registered dentist may be accepted for the purposes of that regulation.

(2) Notwithstanding the provisions of subregulation (1), the council may require that a certificate by a registered medical practitioner be submitted before sick leave is granted by him.

Refusal of Sick Leave

55. Notwithstanding the submission of a certificate as defined by regulations 52 and 54, the council may, in its discretion, refuse to grant sick leave with pay in respect of any absence from duty to which the certificate relates, in which case the absence shall be regarded as unauthorised and the provisions of regulation 45 shall apply.

Conversion of Vacation Leave into Sick Leave

56. (1) An officer or employee may, on his written application, be granted any vacation leave he may have to his credit in lieu of sick leave with half pay or sick leave without pay, provided such application is submitted not later than 30 days after he has resumed his duties. Provided that the number of days vacation leave thus granted shall not exceed 365 days in any cycle. Provided further that the council is satisfied that the officer or employee concerned is not at that stage permanently unfit for the resumption of his normal duties.

(2) Once the vacation leave referred to has been granted to an officer or employee and he has received payment in respect thereof, such leave shall not be converted into sick leave with half pay or without pay.

Toestaan van Siekteverlof gedurende Afwesigheid met Vakansieverlof

57. (1) Indien 'n beampte of werknemer aan wie vakansieverlof toegestaan is, siek word nadat hy reeds sy diens verlaat het om met vakansieverlof te gaan, kan daardie gedeelte van vakansieverlof waartydens hy siek was in siekteverlof omgeskep word indien—

(a) hy 'n sertifikaat indien van 'n geregistreerde geneesheer (of 'n geregistreerde tandarts indien regulasie 54 op hom van toepassing is) wat aan die vereiste by regulasie 52 (1) voorgeskryf, voldoen; en

(b) die nodige siekteverlof volgens hierdie regulasies beskikbaar is.

(2) Vakansieverlof sonder betaling word nie in siekteverlof omgeskep nie.

Addisionele Siekteverlof met Volle Betaling

58. Aan 'n beampte of werknemer wat minstens 21 jaar onafgebroke diens voltooi het en wat weens langdurige siekte al die siekteverlof met volle betaling opgebruik het wat kragtens hierdie regulasies aan hom toegestaan kan word, kan addisionele siekteverlof met volle betaling toegestaan word in die mate en op die voorwaardes wat die Sekretaris goedkeur.

SIEKTEVERLOF SONDER BETALING

Bepierking van Siekteverlof sonder Betaling en Voorlegging van Sertifikaat van Ongesteldheid

59. (1) Ondanks die bepalinge van regulasie 56 kan siekteverlof sonder betaling vir hoogstens 365 dae in 'n bepaalde tydkring toegestaan word aan 'n beampte of werknemer wat sy siekteverlof met betaling waarvoor daar in hierdie regulasies voorsiening gemaak is, opgebruik het.

(2) Die toekenning volgens subregulasie (1) kan gedoen word ongeag die toestaan aan die beampte of werknemer van buitengewone siekteverlof met halwe betaling ingevolge regulasie 61.

(3) Indien die siekteverlof sonder betaling waarvoor daar in hierdie regulasie voorsiening gemaak word, aan 'n beampte of werknemer toestaan is, word geen verdere verlof, van watter aard ookal, gedurende die betrokke tydkring aan hom toegestaan om sy afwesigheid van diens weens siekte te dek nie, behalwe met die goedkeuring van die Sekretaris.

SPESIALE SIEKTEVERLOF

Besering op Diens

60. (1) Aan 'n beampte of werknemer wat van diens is weens 'n besering wat spruit uit 'n ongeval wat uit sy diens ontstaan en in die loop daarvan plaasgevind het of weens 'n siekte wat in die loop van en as gevolg van sy diens opgedoen is, kan spesiale siekteverlof met volle betaling toegestaan word vir die tydperk wat hy nie geskik is om sy normale pligte uit te voer nie of, indien die geval binne die bestek van die Ongevallewet, 1941, val, spesiale siekteverlof met besoldiging gelykstaande aan die verskil tussen volle betaling en die skadeloosstelling wat kragtens daardie Wet aan hom betaalbaar is.

(2) Spesiale siekteverlof volgens hierdie regulasie word nie toegestaan nie indien die raad van oordeel is dat die ongeval aan die ernstige en opsetlike wangedrag van die beampte of werknemer toe te skryf is.

(3) Die bepalinge van regulasies 51, 52 en 53 is *mutatis mutandis* van toepassing op die toestaan van spesiale siekteverlof.

Granting of Sick Leave During Period of Absence on Vacation Leave

57. (1) If an officer or employee to whom vacation leave has been granted becomes ill after he has left his duties to proceed on vacation leave, that portion of the vacation leave referred to during which he was indisposed may be converted into sick leave if—

(a) he submits a certificate by a registered medical practitioner (or a registered dentist if regulation 54 is applicable to him) that complies with the requirements prescribed by regulation 52 (1); and

(b) the necessary sick leave is available in terms of these regulations.

(2) Vacation leave without pay shall not be converted into sick leave.

Additional Sick Leave with Full Pay

58. An officer or employee who has completed at least 21 years' continuous service and who, because of prolonged illness, has taken all the sick leave with full pay which may be granted to him in terms of these regulations, may be granted additional sick leave with full pay to the extent and subject to the conditions approved by the Secretary.

SICK LEAVE WITHOUT PAY

Limitation of Sick Leave Without Pay and Submission of Certificate of Indisposition

59. (1) Notwithstanding the provisions of regulation 56, sick leave without pay not exceeding 365 days in any particular cycle may be granted to an officer or employee who has used all his paid sick leave provided for in these regulations.

(2) The grant in terms of subparagraph (1) may be made irrespective of whether the officer or employee has been granted additional sick leave with half pay in terms of regulation 61.

(3) If an officer or employee has been granted the sick leave without pay provided for in this regulation, he shall not, during the relative cycle, be granted any further leave, of whatever nature, to cover his absence from duty owing to illness, except with the approval of the Secretary.

SPECIAL SICK LEAVE

Injuries on Duty

60. (1) An officer or employee who is absent from duty owing to an injury sustained in an accident arising out of and in the course of his duties or owing to a disease contracted in the course of and as a result of his duties, may be granted special sick leave with full pay for the period he is incapacitated for his normal duties or, if the case falls within the scope of the Workmen's Compensation Act, 1941, special sick leave with remuneration equal to the difference between full pay and the compensation payable to him in terms of that Act.

(2) Special sick leave in terms of this regulation shall not be granted if the council is of the opinion that the accident is due to the serious and wilful misconduct of the officer or employee.

(3) The provisions of regulations 51, 52 and 53 apply, *mutatis mutandis*, to the granting of special sick leave.

BUITENGEWONE SIEKTEVERLOF MET HALWE BETALING

61. Indien aan 'n beampte of werknemer die maksimum hoeveelheid siekteverlof waarvoor in hierdie regulasies voorsiening gemaak is, toegestaan is en hy na sodanige verlof om gesondheidsredes nog nie in staat is om sy pligte te hervat nie, kan die raad—

(a) by die voorlegging aan hom van 'n bevredigende sertifikaat van 'n geregistreerde geneesheer;

(b) indien hy tevrede is dat die beampte of werknemer op die betrokke tydstop nie permanent ongeskik is vir die hervatting van normale pligte nie; en

(c) indien die beampte of werknemer geen vakansie-verlof tot sy krediet het nie,

na goeë dunke verdere siekteverlof met halwe betaling aan sodanige beampte of werknemer toestaan vir hoogstens 92 dae in 'n bepaalde tydkring ten opsigte van afsonderlike tydperke van afwesigheid en ten opsigte van ongesteldhede van verskillende aard.

ONTSLAG WEENS VOORTDURENDE SWAK GESONDHEID

62. Niks in hierdie regulasies belet die afdanking van 'n beampte of werknemer weens voortdurende swak gesondheid voordat die maksimum of enige tydperk van siekteverlof toegestaan is nie.

SPEZIALE VERLOF.—ALGEMENE BEPALINGS

Spesiale Verlof met Volle Betaling

Doelindes waarvoor spesiale verlof toegestaan word

63. (1) Spesiale verlof met volle betaling kan aan 'n beampte of werknemer toestaan word—

(a) indien hy 'n eksamen van 'n by Parlements wet ingestelde universiteit of universiteitskollege of 'n ander eksamen wat die Sekretaris bepaal, aflê;

(b) indien hy van diens afwesig is as gevolg van afsondering of isolasie volgens geneeskundige voorskrifte nadat hy in aanraking was met iemand wat 'n besmetlike of aansteeklike siekte opgedoen het of vermoedelik onder lede het: Met dien verstande dat die toestaan van spesiale verlof kragtens hierdie paragraaf aan die indiening van 'n sertifikaat van 'n geregistreerde geneesheer wat die tydperk en oorsaak van afsondering of isolasie aandui, onderworpe is;

(c) vir die tydperk van aanhouding en verhoor, indien hy van diens afwesig is as gevolg van inhegtenisneming of omdat hy voor die hof moet verskyn op 'n kriminele aanklag en hy later vrygespreek word of die aanklag teruggetrek word;

(d) (i) indien hy as lid van die burgermag volgens die Verdedigingswet, 1957, of 'n regulasie ingevolge daarvan uitgevaardig, onafgebroke of afgebroke opleiding moet ondergaan, behalwe in die geval van sy aanvanklike opleidingstydperk van nege maande of as hy as loteling sy eerste tydperk van militêre opleiding by 'n Militêre Gimnasium ontvang, en in daardie gevalle kan spesiale verlof met besoldiging gelyk aan die verskil tussen sy gewone salaris en die soldy wat hy ingevolge die Burgermag regulasies ontvang, aan hom toegestaan word: Met dien verstande dat die bepalinge van hierdie paragraaf nie van toepassing is nie as hy voltydse diens in plaas van vredestrydse opleiding volgens artikel *twintig* van die Verdedigingswet, 1957, verrig; of

(ii) indien hy as lid van die Burgermag in paragraaf (i) vermeld met die toestemming van die raad vrywillig, of as gevolg van 'n spesiale ooreenkoms tussen hom en die Departement van Verdediging in verband

EXTRAORDINARY SICK LEAVE WITH HALF PAY

61. If an officer or employee who has been granted the maximum amount of sick leave provided for in these regulations is after such leave not yet able, for health reasons, to resume his duties, the council may—

(a) on the submission to it of a satisfactory certificate by a registered medical practitioner;

(b) if it is satisfied that the officer or employee at that particular time is not permanently unfit to resume his normal duties; and

(c) if the officer or employee has no vacation leave to his credit,

in its discretion, grant such officer or employee further sick leave with half pay not exceeding 92 days in any one cycle in respect of separate periods of absence and in respect of different kinds of illnesses.

DISCHARGE OWING TO CONTINUED ILL-HEALTH

62. Nothing in these regulations contained shall preclude the discharge of an officer or employee on the grounds of continued ill-health before the maximum or any period of sick leave has been granted.

SPECIAL LEAVE.—GENERAL PROVISIONS

Special Leave with Full Pay

Purpose for which special leave is granted

63. (1) Special leave with full pay may be granted to an officer or employee—

(a) for writing any examination of a university or university college established by Act of Parliament or any other examination that the Secretary may determine;

(b) if he is absent from duty as a result of segregation or isolation on medical instructions after he has been in contact with a person who has contracted or is suspected of having contracted an infectious or contagious disease; Provided that the granting of special leave under this paragraph is subject to the submission of a certificate by a registered medical practitioner indicating the period of and reason for segregation or isolation;

(c) for the period of detention and trial, if he is absent from duty as a result of his arrest or his appearance in court on a criminal charge and he is subsequently acquitted or the charge withdrawn;

(d) (i) if he is, as a member of the Citizen Force, required in terms of the Defence Act, 1957, or any regulation made thereunder, to undergo continuous or non-continuous training, except in the case of his initial nine months' training period or if he receives his first period of military training as a ballotee at Military Gymnasium, in which cases special leave with remuneration equal to the difference between his normal salary and the pay which he receives in terms of the Citizen Force regulations may be granted to him: Provided that the provisions of this paragraph shall not apply when he is performing full-time service in lieu of peace-time training in terms of section 20 of the Defence Act, 1957; or

(ii) if he voluntarily, or under a special agreement between him and the Department of Defence relating to his training and with the permission of the council, undertakes, as a member of the Citizen Force, any

met sy opleiding, bo en behalwe opleiding wat hy volgens daardie Wet moet ondergaan, onafgebroke of afgebroke opleiding onderneem of 'n instruksie- of kwalifiserende kursus bywoon, mits die Bevelvoerder van die betrokke Kommandement of Suid-Afrikaanse Lugmaggroep sertifiseer dat sodanige opleiding of kursus nodig is in belang van die Suid-Afrikaanse Weermag;

(iii) indien hy as lid van 'n kommando volgens die Verdedigingswet, 1957, of 'n regulasie ingevolge daarvan uitgevaardig, opleidingsoefeninge of ander jaarlikse opleiding volgens artikel 44 van genoemde Wet moet bywoon, mits die Bevelvoerder van die betrokke Kommandement sertifiseer dat bywoning van sodanige opleidingsoefening of ander jaarlikse opleiding in ooreenstemming met die bepalinge van voormelde regulasies is;

(iv) indien hy as lid van 'n kommando 'n instruksie- of kwalifiserende kursus bywoon, mits die Bevelvoerder van die betrokke Kommandement sertifiseer dat bywoning van sodanige kursus nodig is in belang van die Suid-Afrikaanse Weermag;

(v) indien hy as lid van die Reserwe van Offisiere 'n herhalingsoefenkursus moet bywoon of herhalingsopleiding moet ondergaan ten einde sy bekwaamheid te behou, mits die Stafhoof van die betrokke Landmag, Lugmag of Vlootmag sertifiseer dat sodanige kursus of opleiding nodig is in belang van die Suid-Afrikaanse Weermag;

(vi) indien hy as lid van 'n afdeling van die Suid-Afrikaanse Weermag (uitgesonderd 'n lid van die Burgermag wat voltydse diens in plaas van vredes-tydse opleiding volgens artikel 20 verrig of onafgebroke opleiding volgens artikel 23 ondergaan) met inbegrip van 'n lid van die Kommando wat opleidingsoefening of jaarlikse opleiding volgens artikel 44 van die Verdedigingswet, 1957, ondergaan, opgeroep word kragtens die bepalinge van Hoofstuk X van genoemde Wet vir diens in verband met die voorkoming of onderdrukking van onluste of tydens ander nood in die Republiek; of

(vii) indien hy as lid van die Reserwepolisiemag volgens die Polisiewet, 1958, of 'n regulasie ingevolge daarvan uitgevaardig, voltydse opleiding ondergaan, 'n verpligte skietoefening bywoon wat sy afwesigheid van diens vir een of meer volle werksdae noodsaak, of opgeroep word vir diens in verband met die voorkoming of onderdrukking van onluste en ander noodtoestande in die Republiek.

(2) Spesiale verlof wat ingevolge subregulasie (1) toegestaan word, kan 'n tydperk insluit wat werklik en noodsaaklikerwys deur reis vir doeleindes waarvoor die verlof toegestaan word, in beslag geneem is.

SPESIALE VERLOF OP BETALINGSVOORWAARDES SOOS DEUR DIE SEKRETARIS GOEDGEKEUR

Verlof vir studiedoeleindes

64. (1) 'n Raad kan met die goedkeuring van die Sekretaris aan 'n beampte of werknemer vir studie of navorsingsdoeleindes toestaan—

(a) spesiale verlof met volle betaling wat gelyk is aan die getal dae vakansieverlof met volle betaling wat vir die doel van sodanige studie of navorsing aan hom toegestaan is; en

(b) vakansieverlof sonder betaling vir 'n tydperk van hoogstens 365 dae om die oorblywende tydperk van sy afwesigheid van diens te dek.

(2) 'n Beampte of werknemer aan wie sodanige studie-verlof toegestaan word, moet skriftelik onderneem om die inrigting waar hy in diens is, vir 'n tydperk van minstens een jaar te dien na verstryking van die tydperk van

continuous or non-continuous training or attends an instructional or qualifying course over and above any training for which he is liable in terms of the said Act, provided the Officer Commanding the respective Command or South African Air Force Group certifies that such training or course is necessary in the interest of the South African Defence Force;

(iii) if he is required, in terms of the Defence Act, 1957, or any regulation made thereunder, to attend, as a member of a commando, training exercises or other annual training in terms of section 44 of the said Act, provided the Officer Commanding the Command concerned certifies that attendance at such training exercises or other annual training is in accordance with the provisions of the aforesaid regulations;

(iv) if he attends, as a member of a commando, an instructional or qualifying course, provided the Officer Commanding the Command concerned certifies that attendance at such course is necessary in the interests of the South African Defence Force;

(v) if he is, as a member of the Reserve of Officers, required to attend a refresher course or undergo refresher training in order to maintain his proficiency, provided the Army, Air or Naval Chief of Staff concerned certifies that such course or training is necessary in the interests of the South African Defence Force; or

(vi) if he is, as a member of any section of the South African Defence Force (except a member of the Citizen Force who is performing whole-time service in lieu of peace-time training in terms of section 20 or is undergoing whole-time training in terms of section 23) including a member of the commando who is attending a training exercise or annual training in terms of section 44 of the Defence Act, 1957, called out in terms of the provisions of Chapter X of the said Act for service in the prevention or suppression of disorder or other emergency in the Republic; or

(vii) if he is, as a member of the Reserve Police Force, called up in terms of the Police Act, 1958, or any regulation made thereunder, for full-time training, attendance at compulsory rifle practice necessitating his absence from duty for one or more full working days or service in the prevention or suppression of disorders or during other emergencies in the Republic.

(2) Special leave granted in terms of subregulation (1) may include any period actually and necessarily occupied in travelling for the purpose for which the leave is granted.

SPECIAL LEAVE WITH PAY CONDITIONS AS APPROVED BY THE SECRETARY

Leave for purposes of study

64. (1) A council may, with the approval of the Secretary, grant an officer or employee, for the purposes of study or research—

(a) special leave with full pay equal to the number of days vacation leave with full pay granted him for the purpose of such study or research; and

(b) vacation leave without pay for a period not exceeding 365 days to cover the remainder of the period of his absence from duty.

(2) An officer or employee granted such leave shall give a written undertaking to remain in the service of the institution where he is employed for a period of not less than one year after the expiry of the period

verlof en om, indien hy in gebreke sou bly om die onderneming na te kom, alle gelde ten opsigte van die tydperk van spesiale verlof deur hom ontvang, terug te betaal.

(3) 'n Aansoek om sodanige verlof gaan vergesel van volledige besonderhede omtrent—

- (a) die studie of navorsing wat onderneem sal word;
- (b) die inrigting wat bygewoon of besoek sal word;
- (c) die reisplan indien 'n studiereis ingesluit word; en
- (d) die opsig waarin die studie of navorsing in belang van die inrigting waar hy in diens is, sal wees.

Buitengewone gevalle

65. 'n Raad kan in buitengewone gevalle spesiale verlof toestaan op die betalingsvoorwaardes wat die Sekretaris goedkeur.

Verlofgratifikasie

66. (1) By beëindiging van diens van 'n beamppte of volydse werknemer ten gevolge van—

- (a) dood;
- (b) aftrede by of na bereiking van die ouderdom en onderworpe aan die voorwaarde in regulasie 27 (b) vermeld;
- (c) ontslag of bedanking van 'n vroulike beamppte weens huwelik;
- (d) ontslag weens swak gesondheid nie deur eie toedoen veroorsaak nie of as gevolg van afnemende kragte;
- (e) ontslag weens oortolligheid, afskaffing van sy pos of reorganisasie; of
- (f) diensbeëindiging van 'n kontrakbeamppte as gevolg van verstryking van die dienstrydperk in sy kontrak voorgeskryf,

is 'n verlofgratifikasie deur 'n raad betaalbaar ten opsigte van vakansieverlof wat tot die krediet van sodanige beamppte of werknemer staan.

(2) 'n Gratifikasie is nie betaalbaar nie by diensbeëindiging ten gevolge van—

- (i) bedanking behalwe soos in regulasie (1) (c) vermeld;
- (ii) ontslag as gevolg van wangedrag;
- (iii) drostery; of
- (iv) ontslag as gevolg van swak gesondheid deur eie toedoen veroorsaak;

Met dien verstande dat, onderworpe aan die goedkeuring van die Sekretaris, sodanige gratifikasie deur 'n raad betaal kan word in die geval van 'n beamppte of werknemer wat weens swak gesondheid of afnemende kragte bedank nadat hy die ouderdom van 60 jaar bereik het mits die raad daarvan oortuig is dat, indien die beamppte of werknemer nie bedank het nie, die raad sy dienste sou beëindig het as gevolg van swak gesondheid of afnemende kragte weens hoë ouderdom.

(3) Met die goedkeuring van die Sekretaris kan 'n raad 'n gratifikasie betaal by ontslag van 'n beamppte—

- (i) weens ongeskiktheid vir sy pligte of onvermoë om dit op bekwame wyse uit te voer;
- (ii) met die oogmerk om doeltreffendheid of besuiniging te bewerkstellig; of
- (iii) uit hoofde van regulasie 29 (3).

of leave and should he fail to comply with such undertaking, to refund all moneys received by him in respect of the period of special leave.

(3) Any application for such leave shall be accompanied by full particulars regarding—

- (a) the study or research to be undertaken;
- (b) the institution to be attended or visited;
- (c) the itinerary if a study tour be included; and
- (d) the respects in which such study or research would be in the interests of the institutions where he is employed.

Exceptional cases

65. The council may in exceptional cases approve special leave subject to such pay conditions as the Secretary may determine.

Leave Gratuity

66. (1) Upon the termination of the services of an officer or fulltime employee as a result of—

- (a) death;
- (b) retirement on or after attaining the age and subject to the conditions mentioned in regulation 27 (b);
- (c) discharge or resignation of a female officer on account of her marriage;
- (d) discharge owing to ill-health not occasioned by own default or discharge owing to failing powers;
- (e) discharge owing to redundancy, abolition of office or reorganisation; or
- (f) termination of services of a contract employee as a result of the expiry of the period of service laid down in the contract,

a leave gratuity shall be payable by a council in respect of vacation leave standing to the credit of such officer or employee.

(2) A gratuity shall not be payable upon termination of services by reason of—

- (i) resignation except as referred to in subregulation (1) (c);
- (ii) discharge owing to misconduct;
- (iii) abscondence; or
- (iv) discharge owing to ill-health occasioned by own default;

Provided that, subject to the approval of the Secretary, such a gratuity may be paid by a council in the case of an officer or employee who resigns on account of ill-health or failing powers after he has reached the age of 60 years if the council is convinced that, had such officer or employee not resigned the council would have terminated his services owing to ill-health or failing powers as a result of advanced age.

(3) A council may, with the approval of the Secretary, pay a gratuity upon discharge of an officer or employee—

- (i) owing to unfitness for his duties or incapability to carry them out efficiently;
- (ii) with a view to promoting efficiency or economy; or
- (iii) in terms of regulation 29 (3).

(4) Die maksimum verlof ten opsigte waarvan 'n gratifikasie betaal word, is 184 dae: Met dien verstande dat, in die geval van 'n vroulike beampte wat weens haar huwelik bedank of uit die diens van die inrigting ontslaan word, die maksimum 92 dae is.

(5) Die maksimum verlof in subregulasie (4) vermeld, word verminder in die geval van—

(a) 'n beampte of werknemer wat aftree in die omstandighede vermeld in regulasie 27 met die getal dae vakansieverlof bo 92 dae wat hy gedurende die laaste jaar van sy diens geneem het; en

(b) 'n vroulike beampte wat weens haar huwelik bedank of uit die diens van die inrigting ontslaan word, met die getal dae vakansieverlof bo haar jaarlikse verlofaanwas wat sy gedurende die laaste jaar van haar diens geneem het:

Met dien verstande dat vakansieverlof wat in plaas van siekteverlof met halwe betaling of siekteverlof sonder betaling geneem is, buite rekening gelaat word by die toepassing van hierdie subregulasie.

(6) Die bedrag van die verlofgratifikasie word bereken deur die formule $\frac{A \times B}{365}$ te gebruik, waar A die som voorstel van die jaarlikse salaris van die beampte of werknemer en die jaarlikse ekwivalent van daardie toelaes wat spesifiek deur die Sekretaris vir verlofgratifikasiedoeleindes goedgekeur is en wat op die laaste dag van die beampte of werknemer se diens op hom van toepassing is, en waar B die beampte of werknemer se omsetbare verlofkrediet voorstel, behou-behoudens die maksimum of verminderde maksimum bepaal ooreenkomstig subregulasies (4) en (5) onderskeidelik.

(7) Behalwe in die geval van dood is die gratifikasie betaalbaar aan die betrokke beampte of werknemer mits hy op datum van diensbeëindiging ten minste vyf jaar aaneenlopende bevredigende diens voltooi het: Met dien verstande dat—

(a) die tydperk van bevredigende diens van vyf jaar nie noodwendig die diensbeëindigingsdatum onmiddellik vooraf moet gaan nie;

(b) vir die doeleindes van die berekening van die diens tydperk daar ingesluit word enige tydperk van militêre diens wat deur die Sekretaris van Volkswelsyn en Pensioene vir voorsorgfonds- of pensioendoeleindes as rekenbaar verklaar is, asook [behoudens regulasie 35 (2)] enige tydperk van voltydse tydelike diens aaneenlopend met diens in 'n permanente hoedanigheid; en

(c) in die geval van 'n vroulike beampte wat bedank met die voorneme om in die huwelik te tree, die gratifikasie slegs betaalbaar word indien die huwelik binne drie maande vanaf die datum waarop die bedanking in werking tree, voltrek word.

(8) Indien 'n beampte of werknemer se diens eindig as gevolg van dood, is die gratifikasie deur die raad betaalbaar aan die weduwee, of indien daar nie 'n weduwee is nie, in gelyke dele aan of ten voordele van die minderjarige kinders van die oorledene wat ten tyde van sy oorlye geheel en al van hom afhanklik was.

(9) Indien die oorledene nie deur 'n weduwee of deur 'n minderjarige kind wat geheel en al van hom afhanklik was, oorleef word nie maar wel 'n ander afhanklike nalaat, kan 'n raad die bedrag wat die Sekretaris bepaal, aan sodanige afhanklike betaal.

(10) Die gratifikasie aan 'n beampte of werknemer betaalbaar (maar nie 'n gratifikasie aan 'n weduwee, afhanklike kind of ander afhanklike betaalbaar nie) word teen 'n bedrag wat hy aan die inrigting verskuldig mag

(4) The maximum leave in respect of which a gratuity is to be paid shall be 184 days: Provided that, in the case of a female officer who resigns or is discharged from the service of the institution on account of her marriage, the maximum shall be 92 days.

(5) The maximum leave mentioned in subregulation (4) shall be reduced in the case of—

(a) an officer or employee retiring in the circumstances mentioned in regulation 27, by the number of days vacation leave in excess of 92 days taken by him during his last year of service; and

(b) a female officer who resigns or is discharged from the service of the institution on account of her marriage, by the number of days vacation leave in excess of her annual leave accrual taken by her during her last year of service:

Provided that vacation leave taken in lieu of sick leave with half pay or sick leave without pay shall be disregarded for the purposes of this subregulation.

(6) The amount of the leave gratuity shall be calculated by employing the formula $\frac{A \times B}{365}$, where A represents the sum of the annual salary of the officer or employee and the annual equivalent of such allowances as have been specifically approved by the Secretary for leave gratuity purposes and as apply to him on his last day of service, and where B represents the officer's or employee's commutable leave credit, subject to the maximum or reduced maximum determined in accordance with subregulations (4) and (5) respectively.

(7) Except in the case of death, the gratuity shall be payable to the officer or employee concerned if he has completed not less than five years' continuous satisfactory service upon the date of termination of his service: Provided that—

(a) the period of satisfactory service of five years need not necessarily be immediately prior to the date of termination of service;

(b) for the purpose of calculating the period of service, any period of military service which has been declared by the Secretary for Social Welfare and Pensions as reckonable for provident fund or pension purposes, as well as [subject to regulation 35 (2)] any period of full-time temporary service continuous with permanent service, shall be included; and

(c) in the case of a female officer who resigns in contemplation of marriage, the gratuity shall only be payable if the marriage is performed within three months of the date on which the resignation becomes effective.

(8) Should an officer's or employee's service terminate by reason of death, the gratuity shall be payable by the Council to the widow or, in case there is no widow, in equal shares to or for the benefit of the minor children of the deceased who were wholly dependent on him at the time of his death.

(9) In cases where the deceased is not survived by a widow or by a minor child who was wholly dependent on him but leaves any other dependant, a council may pay to such dependant an amount determined by the Secretary.

(10) The gratuity payable to an officer or employee (but not a gratuity payable to a widow, dependent child or other dependant) shall be set-off against any amount

wees, verreken tensy sodanige skuld van uitstaande salaris en toelaes of voorsorgfonds- of pensioengelde verhaal kan word.

DEEL VI.—BEAMPTES EN WERKNEMERS— AMPTELIKE KWARTIERE

67. 'n Beampte of werknemer wat 'n huis, woonstel of kamer wat die eiendom van die Regering is, bewoon of moet bewoon, betaal huurgeld op dieselfde grondslag en is onderhewig aan dieselfde bepalinge en voorwaardes betreffende die verhuur van amptelike kwartiere as wat vir 'n beampte in die Staatsdiens geld volgens die regulasies uitgevaardig ingevolge artikel 26 (1) (a) van die Staatsdienswet, 1957.

DEEL VII.—WANGEDRAG EN ONBEKWAAMHEID

Wangedrag van Beamptes

68. 'n Beampte in diens by 'n inrigting is skuldig aan wangedrag en daar kan ooreenkomstig die bepalinge van regulasie 69 met hom gehandel word, as hy—

(a) 'n bepaling van die Wet wat hy moet nakom, oortree of versuim om daaraan te voldoen;

(b) 'n daad wat nadelig is vir die administrasie, dissipline of doeltreffendheid van 'n inrigting, doen of laat doen, of toelaat of oogluikend toelaat dat dit gedoen word;

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

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

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

(f) in die openbaar ongunstige kritiek uitoefen op die administrasie van 'n inrigting;

(g) deur middel van iemand wat nie in die diens van die inrigting is nie probeer om ingryping in verband met sy posisie en diensvoorwaardes te verkry, tensy dit geskied om herstel van 'n grief deur bemiddeling van die Parlement te probeer verkry;

(h) hom op 'n skandelelike, onbehoorlike of onbetaamlike wyse gedra of, terwyl hy diens doen, hom aan growwe onbeleefdheid teenoor 'n ander persoon skuldig maak;

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

(j) insolvent word, of 'n akkoord met sy skuldeisers aangaan, of as 'n bevel tot siviele gyseling deur 'n geregshof teen hom uitgereik word, tensy daar bewys word dat sy insolvensie of dié akkoord of die uitreiking van dié bevel teen hom deur onvermydelike teenspoed veroorsaak is;

(k) in geldelike moeilikheid raak, tensy daar bewys word dat sy geldelike moeilikheid nie die gevolg is van onversigtigheid of ander laakbare oorsaak nie, en nie nadelig is vir die getroue uitvoering van sy pligte nie;

owing by him to the institution, unless such debt can be recovered from outstanding salary and allowances or provident fund or pension moneys.

PART VI.—OFFICERS AND EMPLOYEES— OFFICIAL QUARTERS

67. An officer or employee who occupies or is required to occupy any dwelling, flat or room which is the property of the Government, shall pay rental on the same basis and be subject to the same terms and conditions governing the tenancy of official quarters as would apply to an officer in the Public Service in terms of the regulations made under section 26 (1) (a) of the Public Service Act, 1957.

PART VII.—MISCONDUCT AND INEFFICIENCY

Misconduct by Officers

68. An officer employed at an institution shall be guilty of misconduct and may be dealt with in accordance with the provisions of regulation 69, if he—

(a) contravenes or fails to comply with any provision of the Act, with which it is his duty to comply;

(b) does, or causes, or permits to be done, or connives at, any act which is prejudicial to the administration, discipline or efficiency of an institution;

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

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

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

(f) publicity comments adversely upon the administration of an institution;

(g) attempts to secure intervention, through any person not in the employment of the institution, in relation to his position and conditions of service, unless it is done to obtain redress of any grievance through Parliament;

(h) conducts himself in a disgraceful, improper or unbecoming manner, or, whilst on duty, is grossly discourteous to any person;

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

(j) becomes insolvent or compromises with his creditors or if a decree of civil imprisonment is made against him by any court of law, unless it is shown that his insolvency or such composition or the making of such decree against him has been occasioned by unavoidable misfortune;

(k) becomes pecuniarily embarrassed, unless it is shown that his pecuniary embarrassment has not been occasioned by imprudence or other reprehensible cause, and is not prejudicial to the faithful performance of his duties;

(l) sonder dat hy eers die toestemming van die direkteur verkry het, inligting wat hy ingewin of bekom het as gevolg van sy diens openbaar maak anders as by die vervulling van sy ampspligte, of sodanige inligting gebruik vir 'n ander doel as vir die vervulling van sy ampspligte, hetsy hy sodanige inligting openbaar maak of nie;

(m) enige kommissie, geld of ander beloning wat nie die emolumente is wat ten opsigte van sy pligte aan hom betaalbaar is nie, aanneem of eis, ten opsigte van die uitvoering van sy pligte of die versuim om sy pligte uit te voer, of as hy versuim om die raad van die aanbod van sodanige kommissie, geld of beloning te verwittig;

(n) hom eiendom van die inrigting wederregtelik toeëien of op onbehoorlike wyse daarvan gebruik maak, en sodanige toeëiening of gebruikmaking nie 'n misdryf uitmaak nie;

(o) 'n misdryf pleeg;

(p) sonder verlof van sy kantoor of diens wegbly, tensy hy 'n geldige rede vir sy afwesigheid kan bewys; of

(q) met die oog op die verkryging van enige voorreg of voordeel met betrekking tot sy amptelike posisie of sy pligte, of op die veroorsaking van enige nadeel of skade aan die inrigting of aan iemand in diens van die inrigting, 'n valse of onjuiste verklaring aflê terwyl hy weet dat dit vals of onjuis is.

Procedure

69. (1) Indien 'n beamppte beskuldig word van wangedrag soos in regulasie 68 omskryf, kan die Voorsitter van die raad of iemand wat deur hom daartoe gemagtig is, hom skriftelik onder sy handtekening van daardie wangedrag aankla.

(2) Die persoon wat die aanklag onderteken het, moet dit aan die aangeklaagde bestel deur dit aan hom te laat oorhandig of stuur per aangetekende brief of dit te laat afgee by sy woonplek of die plek waar, sover bekend, hy die laaste gewoon het.

(3) Die aanklag moet 'n aansegging bevat of met 'n aansegging gepaard gaan waarby die aangeklaagde aangesê word om binne 'n tydperk wat in die aansegging vermeld moet word en redelik moet wees, 'n skriftelike erkenning of ontkenning van die aanklag en, indien hy dit verlang, 'n skriftelik verduideliking van die wangedrag waarvan hy aangekla word, aan iemand insgelyks vermeld, te stuur of te oorhandig.

(4) Die Voorsitter of, indien daartoe deur hom in die algemeen of in 'n besondere geval gemagtig, die Direkteur of 'n ander beamppte, kan iemand wat beskuldig word van wangedrag soos in regulasie 68 omskryf, in sy diens skors, hetsy hy van wangedrag aangekla is of nie.

(5) Die Voorsitter of die ander persoon wat iemand ingevolge subregulasie (4) geskors het, kan die skorsing te eniger tyd intrek, maar die intrekking van die skorsing raak geen verrigtings in verband met die beskuldiging van wangedrag nie.

(6) Iemand wat ingevolge subregulasie (4) in sy diens geskors is, is nie op enige besoldiging ten opsigte van die tydperk van sy skorsing geregtig nie: Met dien verstande dat die Sekretaris kan gelas dat aan so iemand sy volle besoldiging of 'n gedeelte daarvan betaal word.

(7) As geen aanklag kragtens hierdie artikel ingebring word nie teen iemand wat aldus in sy diens geskors is, moet hy toegelaat word om so spoedig doenlik sy diens te hervat, en moet sy besoldiging ten opsigte van die tydperk van sy skorsing aan hom betaal word, vir sover dit nie reeds gedoen is nie.

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

(m) accepts or demands in respect of the discharge of or the failure to discharge his duties any commission, fee, or other reward, not being the emoluments payable to him in respect of his duties, or fails to report to the council the offer of any such commission, fee or reward;

(n) misappropriates or improperly uses any property of the institution and such misappropriation or use does not constitute an offence;

(o) commits an offence;

(p) absents himself from his office or duty without leave, unless he can prove a valid cause for his absence; or

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

Procedure

69. (1) If an officer is accused of misconduct as defined in regulation 68, the chairman of the council or any person authorised thereto by him may charge him, in writing, under his hand with that misconduct.

(2) The person who signed the charge shall serve it upon the person charged by causing it to be delivered or sent by registered letter to him, or to be left at his place of residence or last known place of residence.

(3) The charge shall contain or shall be accompanied by a direction calling upon the person charged to transmit or deliver, within a period which is to be specified in such direction and is to be reasonable, to a person likewise specified, a written admission or denial of the charge and, if he so desires, a written explanation of the misconduct with which he is charged.

(4) The Chairman or, if authorised thereto by him either generally or in a particular case, the director or any other officer, may suspend from duty any person accused of misconduct, as defined in regulation 68, whether or not such person has been charged with misconduct.

(5) The Chairman or the other person who suspended any person in terms of subregulation (4), may at any time cancel the suspension, but the cancellation of the suspension shall not effect any proceedings in connection with the charge of misconduct.

(6) A person who has been suspended from duty in terms of subregulation (4), shall not be entitled to any emoluments in respect of the period of his suspension: Provided that the Secretary may order payment to the said person of the whole or a portion of his emoluments.

(7) If no charge under this regulation is preferred against a person who has been so suspended from duty, he shall be allowed to resume duty as soon as practicable and be paid his emoluments in respect of the period of his suspension in so far as it has not been done already.

(8) (a) Indien die aangeklaagde die aanklag erken, word hy geag ingevolge hierdie artikel skuldig bevind te wees aan die wangedrag waarvan hy aangekla is.

(b) Indien die aangeklaagde die aanklag ontken of versuim om te voldoen aan die aansegging vermeld in subregulasie (3), moet die raad iemand aanstel wat deur die Sekretaris goedgekeur word om ondersoek na die aanklag in te stel.

(9) (a) Die persoon wat die ondersoek moet instel, moet in oorleg met die persoon wat die aanklag onderteken het, die tyd en plek van die ondersoek vasstel, en die persoon wat die aanklag onderteken het, moet die aangeklaagde redelike skriftelik kennis gee van die tyd en plek aldus vasgestel. Met dien verstande dat die Voorzitter die bevoegdheid het om die ondersoek uit te stel indien goeie redes daarvoor aangevoer word.

(b) Die reg met betrekking tot getuies en getuienis wat geld in verband met strafsake in 'n landdroshof, geld *mutatis mutandis* vir die doeleindes van en by so 'n ondersoek. Met dien verstande dat dagvaardings om die aanwesigheid van getuies daarby te verkry, uitgereik moet word deur die persoon wat die ondersoek moet instel.

(10) Die persoon wat die aanklag onderteken het, kan iemand magtig om by die ondersoek teenwoordig te wees en om getuienis en argumente ter stawing van die aanklag aan te voer, en om iemand wat as getuie vir die verweer opgeroep is, onder kruisverhoor te neem.

(11) (a) By die ondersoek kan die aangeklaagde teenwoordig wees, het hy die reg om persoonlik of deur 'n verteenwoordiger aangehoor te word, iemand wat as getuie ter stawing van die aanklag opgeroep is, onder kruisverhoor te neem, stukke wat as getuienis voorgelê is, in te sien, en ander persone as getuies op te roep, en kan hyself getuienis aflê.

(b) Die versuim van die aangeklaagde om persoonlik of deur 'n verteenwoordiger by die ondersoek teenwoordig te wees, maak nie die verrigtings ongeldig nie.

(c) Die persoon wat die ondersoek instel, moet notule hou van die verrigtings by die ondersoek, en van die getuienis wat daarby afgelê word.

(12) Indien die wangedrag waarvan iemand aangekla word, die pleeg van 'n misdryf is en daar bewys word dat hy deur 'n gereghof daaraan skuldig bevind is, is 'n gesertifiseerde afskrif van die notule van sy verhoor en skuldigbevinding deur daardie hof *prima facie*-bewys dat hy daardie misdryf gepleeg het.

(13) Die persoon wat die ondersoek instel, moet na afloop daarvan beslis of die aangeklaagde skuldig of onskuldig is aan die wangedrag waarvan hy aangekla is, en hom en die Voorzitter van sy beslissing verwittig.

(14) Indien die persoon wat die ondersoek instel, bevind dat die aangeklaagde onskuldig is aan die wangedrag waarvan hy aangekla is en die aangeklaagde ingevolge subregulasie (4) in sy diens geskors is, moet hy toegelaat word om so spoedig doenlik sy diens te hervat en moet sy besoldiging ten opsigte van die tydperk van sy skorsing aan hom betaal word, vir sover dit nie reeds gedoen is nie.

(15) Indien die persoon wat die ondersoek instel, bevind dat die aangeklaagde skuldig is aan die wangedrag waarvan hy aangekla is, kan die aangeklaagde binne 14 dae ná die datum waarop hy van die bevinding verwittig is, na die Minister daarteen appelleer deur aan die persoon wat die ondersoek ingestel het, 'n skriftelik kennisgewing van appèl te oorhandig of te pos waarin die gronde waarop die appèl gebaseer is, volledig uiteengesit word.

(8) (a) If the person charged admits the charge, he shall be deemed to have been found guilty in terms of this section of the misconduct with which he has been charged.

(b) If the person charged denies the charge or fails to comply with the direction mentioned in subregulation (3), the council shall appoint a person approved by the Secretary, to inquire into the charge.

(9) (a) The person who is to hold the enquiry shall, in consultation with the person who signed the charge, fix the time and place of enquiry, and the person who signed the charge shall give the person charged reasonable written notice of the time and place so fixed: Provided that the Chairman shall have the power to postpone the inquiry on good cause shown.

(b) The law relating to witnesses and evidence which applies in connection with criminal cases in a magistrate's court, shall *mutatis mutandis* apply for the purposes of and at any such enquiry: Provided that the subpoena to procure the attendance of witnesses thereat shall be issued by the person who is to hold the enquiry.

(10) The person who signed the charge may authorise any person to be present at the inquiry and to adduce evidence and arguments in support of the charge, and to cross-examine any person called as a witness for the defence.

(11) (a) At the enquiry the person charged may be present, shall have the right to be heard, to cross-examine any person called as a witness in support of the charge, to inspect any documents produced in evidence and to call other persons as witnesses, either personally or by a representative, and may give evidence himself.

(b) The failure of the person charged to be present at the inquiry, either personally or by a representative, shall not invalidate the proceedings.

(c) The person holding the inquiry shall keep a record of the proceedings at the inquiry and of the evidence given thereat.

(12) If the misconduct with which any person is charged, is the commission of an offence and it is proved that he has been convicted thereof by a court of law, a certified copy of the record of his trial and conviction by that court shall be *prima facie* evidence of the commission by him of that offence.

(13) The person holding the inquiry shall after the conclusion thereof decide whether the person charged is guilty or not guilty of the misconduct with which he has been charged and inform him and the Chairman, of his decision.

(14) If the person holding the inquiry finds that the person charged is not guilty of the misconduct with which he has been charged and the person charged was suspended from duty in terms of subregulation (4), he shall be allowed to resume duty as soon as practicable and be paid his emoluments in respect of the period of his suspension in so far as it has not been done already.

(15) If the person holding the inquiry finds that the person charged is guilty of the misconduct with which he has been charged, the person charged may within 14 days of the date on which he was informed of the finding, appeal therefrom to the Minister by delivering or posting to the person who held the inquiry a written notice of appeal setting forth fully the grounds on which the appeal is based.

(16) Indien die persoon wat die ondersoek instel, bevind dat die aangeklaagde skuldig is aan die wangedrag waarvan hy aangekla is, moet hy—

(a) ná verstryking van die tydperk vermeld in subregulasie (15), aan die Voorsitter stuur—

(i) die notule van die verrigtings by die ondersoek;
(ii) die dokumentêre bewysstukke wat daarby toegelaat is;

(iii) 'n uiteensetting van sy bevindings en sy redes daarvoor;

(iv) enige opmerkings wat hy oor die saak wil maak; en

(v) indien teen sy bevinding ingevolge subregulasie (15) geappelleer is, die kennisgewing van appèl; en

(b) indien daar aldus teen sy bevinding geappelleer is, aan die appellant 'n afskrif van sy redes vir die bevinding verstrek.

(17) Indien die appellant binne sewe dae na die datum waarop 'n afskrif van die redes vir die bevinding aan hom verstrekk is, by die Voorsitter aansoek doen om 'n afskrif van die notule van die verrigtings by die ondersoek en die dokumentêre bewysstukke wat daarby toegelaat is, moet die Voorsitter dit aan hom verstrekk.

(18) Die appellant kan, indien hy 'n aansoek ingevolge subregulasie (17) gedoen het, binne 14 dae ná die datum waarop die betrokke afskrif aan hom verstrekk is, of, indien hy nie aldus aansoek gedoen het nie, binne 21 dae ná die datum waarop die afskrif van die redes vir die bevinding aan hom verstrekk is, skriftelik versoek ter staving van sy appèl aan die Voorsitter voorlê, en die Voorsitter moet na ontvangs daarvan of, indien hy geen sodanige versoek binne die voorgeskrewe tydperk ontvang het nie, ná verstryking van dié tydperk, die notule van die verrigtings by die ondersoek, die ander stukke in sy besit wat op die ondersoek of appèl betrekking het, en sy aanbeveling omtrent die appèl, aan die Minister voorlê.

(19) Ná oorweging van die betrokke notule en ander stukke kan die Minister die appèl geheel en al of ten dele toestaan en die bevinding ter syde stel of wysig, die appèl van die hand wys en die bevinding bekrachtig, of, voordat hy tot 'n finale beslissing oor die appèl hom, 'n aangeleentheid in verband met die ondersoek terugverwys na die persoon wat die ondersoek ingestel het, en hom gelas om verslag daaroor te doen of nadere ondersoek in te stel en 'n bevinding daaroor te doen.

(20) Indien die Minister gelas dat nadere ondersoek ingestel word, is die bepalings van subregulasies (9), (10) en (11) ten opsigte daarvan van toepassing.

(21) Indien die Minister tot 'n finale beslissing oor die appèl gekom het, moet hy die beslissing skriftelik meedeel aan die appellant en die Voorsitter.

(22) Indien die Minister die appèl toestaan en die appellant ingevolge subregulasie (4) in sy diens geskors is, moet hy toegelaat word om so spoedig doenlik sy diens te hervat en moet sy besoldiging ten opsigte van die tydperk van sy skorsing aan hom betaal word, vir sover dit nie reeds gedoen is nie.

(23) Indien die aangeklaagde die aanklag van wangedrag erken het soos in subregulasie (3) beoog, of indien hy aan wangedrag skuldig bevind is ingevolge subregulasie (13) en nie binne die voorgeskrewe tydperk daarteen geappelleer het nie, of daarteen geappelleer het en dié appèl geheel en al of ten dele van die hand gewys is

(16) If the person holding the inquiry finds that the person charged is guilty of the misconduct with which he has been charged, he shall—

(a) after expiry of the period referred to in subregulation (15), forward to the Chairman—

(i) the record of the proceedings at the inquiry;
(ii) the documentary evidence admitted thereat;
(iii) a statement of his findings and his reasons therefor;

(iv) any observations which he may wish to make on the case; and

(v) if there is an appeal from his finding in terms of subregulation (15), the notice of appeal; and

(b) if there is such an appeal from his finding, furnish the appellant with a copy of his reasons for the finding.

(17) If the appellant applies to the Chairman for a copy of the record of the proceedings at the inquiry and of the documentary evidence admitted thereat, within seven days of the date upon which he was furnished with a copy of the reasons for the finding, the Chairman shall furnish him with it.

(18) The appellant may, if he has made an application in terms of subregulation (17), within 14 days of the date upon which he was furnished with the copy in question, or if he did not make such an application, within 21 days after the date upon which he was furnished with the copy of the reasons for the finding, submit to the Chairman written representations in support of his appeal, and the Chairman shall after receipt thereof or, if he did not receive such representations within the prescribed period, after the expiry of such period, submit to the Minister the record of the proceedings at the enquiry, the other documents in his possession which relate to the inquiry or appeal, and his recommendation concerning the appeal.

(19) After consideration of the record and other documents in question the Minister may allow the appeal in whole or in part and set aside or vary the finding, dismiss the appeal and confirm the finding, or, before arriving at a final decision on the appeal, remit any matter in connection with the inquiry to the person who held the inquiry and direct him to report thereon or held the inquiry and direct him to report thereon or to hold a further inquiry and to arrive at a finding thereon.

(20) If the Minister has directed that a further inquiry be held, the provisions of subregulations (9), (10) and (11) shall apply in respect thereof.

(21) If the Minister has arrived at a final decision on the appeal, he shall convey that decision, in writing, to the appellant and the Chairman.

(22) If the Minister allows the appeal and the appellant has been suspended from duty in terms of subregulation (4), he shall be allowed to resume duty as soon as practicable and be paid his emoluments in respect of the period of his suspension in so far as it has been done already.

(23) If the person charged has admitted the charge of misconduct as is contemplated in subregulation (3), or if he has been found guilty of misconduct in terms of subregulation (13) and has not appealed therefrom within the period prescribed, or has appealed therefrom and the appeal has been dismissed wholly or in part in

ingevolge hierdie regulasie, moet die Voorsitter behoudens die bepalinge van subregulasie (24) by die Minister aanbeveel dat—

- (a) die aangeklaagde gewaarsku of berispe word;
- (b) die aangeklaagde 'n boete van hoogstens tweehonderd rand opgelê word;
- (c) die aangeklaagde na 'n ander pos oorgeplaas word;

(d) die aangeklaagde se besoldiging of rang of sy besoldiging sowel as sy rang verlaag word; of

(e) die aangeklaagde uit die diens van die inrigting ontslaan word of gelas word om daaruit te bedank.

(24) (a) Behalwe wanneer die Voorsitter 'n aanbeveling kragtens paragraaf (a) of (e) van subregulasie (23) doen, kan hy 'n aanbeveling kragtens meer as een van die ander paragrawe van daardie subregulasie doen.

(b) Die Voorsitter kan met die goedkeuring van die Sekretaris, die doen van 'n aanbeveling kragtens subregulasie (23) vir 'n tydperk van hoogstens 12 maande uitstel.

(25) (a) Die Minister kan die aanbeveling wat die Voorsitter ingevolge subregulasie (23) gedoen het, goedkeur, of enigiets anders goedkeur wat hy sou kon goedkeur het indien die Voorsitter dit ingevolge daardie subregulasie aanbeveel het.

(b) Indien iemand ingevolge hierdie subregulasie 'n boete opgelê word, kan dié boete verhaal word deur dit van sy besoldiging af te trek in die paaientemente wat die Minister bepaal.

(c) Indien die Minister die ontslag van iemand ingevolge hierdie subregulasie goedkeur, tree die ontslag in werking op 'n datum wat die Minister bepaal.

(d) Indien die Minister ingevolge hierdie subregulasie goedkeur dat iemand gelas word om uit die diens van die inrigting te bedank en so iemand versuim om aldus te bedank met ingang van 'n datum wat die Minister bepaal, word hy geag uit dié diens ingevolge hierdie subregulasie ontslaan te wees met ingang van daardie datum.

(26) Indien iemand ingevolge subregulasie (4) in sy diens geskors is en die Minister goedkeur dat met hom gehandel word soos in paragraaf (a), (b), (c) of (d) van subregulasie (23) beoog, of die Voorsitter met hom handel ooreenkomstig subregulasie (24) (b) moet so iemand so spoedig doenlik toegelaat word om diens in 'n gepaste pos te hervat, en moet sy besoldiging ten opsigte van die tydperk van sy skorsing aan hom betaal word vir sover dit nie reeds gedoen is nie: Met dien verstande dat indien so iemand se besoldiging of rang verlaag word soos beoog in subregulasie (23) (d) sy besoldiging ten opsigte van die tydperk van sy skorsing bereken word op die grondslag van die verlaagde besoldiging of rang, na gelang van die geval: Met dien verstande voorts dat indien ten opsigte van die tydperk van sy skorsing reeds 'n hoër besoldiging aan hom ingevolge subregulasie (6) betaal is as die besoldiging aldus bereken, hy nie verplig is om die verskil terug te betaal nie.

(27) Indien iemand wat ingevolge hierdie regulasie geskors of van wangedrag aangekla is, uit die diens van die inrigting bedank of ander werk aanvaar voordat die toepaslike aanklag van wangedrag kragtens hierdie regulasie afgehandel is, word hy geag weens wangedrag uit die diens van die inrigting ontslaan te wees met ingang van 'n datum wat die Minister bepaal, tensy, voordat sy kennisgewing van bedanking ontvang is of hy die ander werk aanvaar het, hy in kennis gestel is dat hy nie van wangedrag aangekla sal word nie, of, na gelang van die geval, dat die aanklag van wangedrag teen hom teruggetrek is.

terms of this regulation, the Chairman shall, subject to the provisions of subregulation (24), recommend to the Minister that—

- (a) the person charged be cautioned or reprimanded;
- (b) a fine, not exceeding R200, be imposed upon the person charged;

(c) the person charged be transferred to another post;

(d) the emoluments or rank or both the emoluments and rank of the person charged be reduced; or

(e) the person charged be discharged from the service of the institution or be called upon to resign therefrom.

(24) (a) Except where the Chairman makes a recommendation under paragraph (a) or (e) of subregulation (23), he may make a recommendation under more than one of the other paragraphs of that subregulation.

(b) The Chairman may, with the approval of the Secretary, postpone for a period not exceeding 12 months the making of a recommendation under subregulation (23).

(25) (a) The Minister may approve the recommendation made by the Chairman in terms of subregulation (23) or approve anything else which he could have approved if the Chairman had recommended in terms of that subregulation.

(b) If a fine is imposed upon any person in terms of this subregulation, such fine may be recovered by deducting it from his emoluments in such instalments as the Minister may determine.

(c) If the Minister approves the discharge of any person in terms of this subregulation, the discharge shall take effect on a date fixed by the Minister.

(d) If the Minister in terms of this subregulation approves that any person be called upon to resign from the service of the institution and such person fails so to resign with effect from a date fixed by the Minister, he shall be deemed to have been discharged in terms of this subregulation from such service with effect from that date.

(26) If any person has been suspended from duty in terms of subregulation (4) and the Minister approves that he be dealt with in a manner contemplated in subregulation (23) (a), (b), (c) or (d), or the Chairman deals with him in accordance with subregulation (24) (b), such person shall be allowed to resume duty in an appropriate post as soon as practicable and be paid his emoluments in respect of the period of his suspension in so far as it has been done already: Provided that if the emoluments or rank of such person is reduced as is contemplated in subregulation (23) (d), his emoluments in respect of the period of his suspension shall be calculated on the basis of the reduced emoluments or rank, as the case may be: Provided further that if in respect of the period of his suspension emoluments in excess of the emoluments so calculated have already been paid to him in terms of subregulation (6), he shall not be obliged to refund the excess.

(27) If any person who has been suspended or charged with misconduct in terms of this regulation, resigns from the service of the institution or assumes other employment before the appropriate charge of misconduct has been disposed of under this regulation, he shall be deemed to have been discharged on account of misconduct from such service with effect from a date fixed by the Minister, unless prior to the receipt of his notification of resignation or his assumption of other employment, he was notified that he would not be charged with misconduct or, as the case may be, that the charge of misconduct against him had been withdrawn.

(28) Die feit dat iemand deur 'n geregshof skuldig of onskuldig aan die pleeg van 'n misdryf bevind is, belet nie dat enige stappe teen so iemand ingevolge hierdie regulasie gedoen word nie.

(29) Waar hierdie regulasie bepaal dat 'n aanbeveling of dokument deur die Voorsitter aan die Minister voorgelê moet word, stuur die Voorsitter die aanbeveling of dokument aan die Sekretaris, wat dit aan die Minister voorlê met enige kommentaar daaroor wat hy wens te lewer.

Onbekwaamheid

70. (1) Indien beweer word dat 'n beampte in diens by 'n inrigting ongeskik is vir die pligte wat aan sy betrekking verbonde is of nie in staat is om daardie pligte op bekwaame wyse uit te voer nie weens oorsake wat buite sy beheer is en nie aan die uitvoering van sy pligte in die diens van die inrigting toe te skryf is nie, kan die Voorsitter iemand wat deur die Sekretaris goedgekeur word aanstel om ondersoek na die bewering in te stel.

(2) Die bepalinge van subregulasies (9), (10), (11), (13), (15) tot en met (21), (23), paragrawe (a) en (c) van subregulasie (25) en subregulasie (29) van regulasie 69 is *mutatis mutandis* van toepassing ten opsigte van 'n ondersoek vermeld in subregulasie (1) en die beampte ten opsigte van wie die bewering gedoen is: Met dien verstande dat by die toepassing van genoemde subregulasie (23) die Voorsitter slegs kan aanbeveel dat die beampte uit die diens van die inrigting ontslaan word of dat sy rang verlaag word en indien sy besoldiging meer is as die maksimum vir dié verlaagde rang dié besoldiging tot die maksimum verminder word.

Wyse van Kennisgewing

71. Waar daar by regulasie 69 of regulasie 70 bepaal word dat—

(a) enige kennisgewing, verklaring of ander stuk aan iemand gegee of verstrekkend of bestel moet word, of dat enige aangeleentheid skriftelik aan iemand meegedeel moet of kan word, kan dié kennisgewing, verklaring, dokument of stuk per pos in 'n aangetekende brief aan hom gestuur word of aan homself afgelewer word of gelaat word by die plek waar, sover bekend, hy laas gewoon het; of

(b) 'n persoon van 'n beslissing of bevinding verwittig moet word, kan hy mondeling daarvan verwittig word, of deur middel van 'n geskrif wat per pos in 'n aangetekende brief aan hom gestuur word of aan homself afgelewer word of by die plek waar, sover bekend, hy laas gewoon het, gelaat word.

Onreëlmatigheide

72. (1) Die Minister kan iemand aanstel om ondersoek in te stel na 'n beweerde onreëlmatigheid in verband met die sake van 'n inrigting.

(2) Die persoon wat aldus aangestel is, verstrekkend aan die Minister na afloop van die ondersoek 'n verslag met die getuienis wat afgelê is, sy bevinding en, indien nodig, sy aanbevelings.

(3) Die bepalinge van regulasie 69 (9) is *mutatis mutandis* van toepassing op 'n ondersoek wat volgens hierdie regulasie ingestel word.

DEEL VIII.—GELDSAKE EN VERSLAE

Boekjaar

73. Tensy die Minister anders bepaal, is die boekjaar van 'n inrigting die jaar eindigende op 31 Maart.

(28) The fact that a person has been convicted or acquitted by a court of law of the commission of an offence, shall not preclude the taking of any steps in terms of this regulation against such person.

(29) Whenever it is provided by this regulation that the Chairman is to submit a recommendation or document to the Minister, the Chairman shall send such recommendation or document to the Secretary, who shall submit it to the Minister together with any comments he may wish to make thereon.

Inefficiency

70. (1) If it is alleged that any officer is unfit for, or is incapable of performing efficiently, the duties attached to his post from causes not within his control and not attributable to the performance of his duties in the employment of the institution, the Chairman may appoint a person to inquire into the allegation.

(2) The provisions of subregulations (9), (10), (11), (13), (15) to (21), inclusive, (23) and (25) (a) and (c) of regulation 69 shall *mutatis mutandis* apply in respect of any inquiry referred to in subregulation (1) and the officer in respect of whom the allegation was made: Provided that in the application of the said subregulation (23) the Chairman shall only have the power to recommend that the officer in question be discharged from the service or the institution or that his rank be reduced and, if his emoluments are more than the maximum for the reduced rank, such emoluments be reduced to that maximum.

Manner of Notice

71. Whenever by regulation 69 or 70 it is provided that—

(a) any notice, statement or other document is to be given or furnished to or served upon any person, or that any matter is to be or may be conveyed to any person in writing, such notice, statement, document or writing may be sent by post in a registered letter or be delivered personally to him or left at his last known place of residence; or

(b) any person is to be informed of any decision or finding, he may be informed thereof verbally or by a document sent by post in a registered letter or delivered personally to him, or left at his last known place of residence.

Irregularities

72. (1) The Minister may appoint any person to conduct an inquiry into any alleged irregularity in connection with the affairs of an institution.

(2) The person so appointed shall, after completion of the inquiry, submit to the Minister a report containing the evidence taken, his findings, and if necessary, his recommendations.

(3) The provisions of regulation 69 (9), shall *mutatis mutandis* apply to any inquiry held in accordance with this regulation.

PART VIII.—FINANCES AND REPORTS

Financial Year

73. The financial year of an institution shall, unless the Minister decides otherwise, be the year ending on 31 March.

Bankrekening

74. (1) 'n Raad hou 'n bankrekening op naam van die inrigting by 'n bankinstelling wat ingevolge die Bankwet, 1965, geregistreer is.

(2) Alle gelde wat die inrigting uit enige bron ontvang, word in sodanige bankrekening gestort.

(3) Tjeks word geteken deur die direkteur of deur 'n beambte deur die raad spesiaal daartoe gemagtig en mede-onderteken deur die voorsitter van die raad of deur 'n lid van die raad deur die raad spesiaal daartoe gemagtig.

Geld Leen

75. Sonder die voorafgaande goedkeuring van die Sekretaris mag 'n raad nie sy bankrekening oortrek nie.

Belegging van Fondse

76. 'n Raad kan gelde wat nie vir onmiddellike gebruik nodig is nie, belê—

- (a) in effekte of skuldbriewe;
- (b) op deposito in 'n trustrekening by 'n bankinstelling bedoel in regulasie 74; of
- (c) op lening by 'n bouvereniging wat ingevolge die Bouverenigingswet, 1965, geregistreer is of by 'n ander by wet ingestelde liggaam.

Rekeningboeke

77. Die direkteur dra sorg dat onderstaande rekeningboeke behoorlik bygehou en veilig bewaar word—

- (a) 'n kasboek, waarin alle ontvangste en betalings opgeskryf word;
- (b) 'n kleinkasboek, waarin alle kleinere kontantuitbetalings opgeskryf word;
- (c) 'n grootboek, waarin gedetailleerde rekenings ten opsigte van elke fonds en diens gehou word;
- (d) 'n uittrekselboek, waarin alle uitgawe onder die verskillende subhoofde ingedeel word;
- (e) ontvangsteregister vir die opskryf van alle gelde deur die pos ontvang;
- (f) 'n duplikaatkwitansieboek (waarop die naam van die inrigting verskyn en wat in numerieke volgorde gedruk is) vir uitreiking van kwitansies ten opsigte van alle ontvangte gelde; en
- (g) 'n duplikaatbankdepositoboek.

Verantwoording van Inkomste en Uitgawe

78. Die direkteur verantwoord die inkomste en uitgawe van die inrigting onder die volgende toepaslike subhoofde en items en die ander bykomende items wat die Sekretaris aanwys:—

*Inkomste**Subhoof 1.—Hulptoelae/Bydraes**Item—*

- (a) Staatshulptoelae
- (b) Vakansiebesparingsbonus
- (c) Provinsiale Administrasie
- (d) Munisipaliteit
- (e) Ander (spesifiseer)

*Subhoof 2.—Toegangs- en ander gelde**Item—*

- (a) Toegangsgelde
- (b) Lidmaatskapgelde
- (c) Ander (spesifiseer)

Banking Account

74. (1) A council shall keep a banking account in the name of the institution with a banking institution registered in terms of the Banking Act, 1965.

(2) All moneys received by the institution from whatever source shall be paid into such banking account.

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

Borrowing of Money

75. Except with the prior approval of the Secretary, a council shall not make an overdraft on its banking account.

Investment of Funds

76. A council may invest moneys not required for immediate use—

- (a) in stocks or debentures;
- (b) on deposit in a trust account at a banking institution referred to in regulation 74; or
- (c) on loan with a building society registered in terms of the Building Societies Act, 1965, or with any other body established by law.

Books of Account

77. The director shall ensure that the following books of account are properly maintained and kept in safe custody—

- (a) a cash book, in which all receipts and payments shall be entered;
- (b) a petty cash book, in which all petty cash payments shall be entered;
- (c) a ledger, in which detailed accounts shall be kept in respect of every fund and service;
- (d) an abstract book, in which all expenditure shall be allocated under the various subheads;
- (e) a remittance register for entering all postal remittances;
- (f) a duplicate receipt book (which shall be printed with the name of the institution and in numerical sequence) for the issue of receipts in respect of all moneys received; and
- (g) a duplicate bank deposit book.

Accounting for Revenue and Expenditure

78. The director shall account for the revenue and expenditure of the institution under the following appropriate subheads and items and such other additional items as the Secretary may indicate:—

*Revenue**Subhead 1.—Grant-in-aid/Contributions**Item—*

- (a) State grant-in-aid
- (b) Vacation savings bonus
- (c) Provincial Administration
- (d) Municipality
- (e) Other (specify)

*Subhead 2.—Admission and other fees**Item—*

- (a) Admission fees
- (b) Membership fees
- (c) Other (specify)

Subhoof 3.—*Skenkings*

Item—

- (a) Spesifiseer
- (b) Spesifiseer
- (c) Spesifiseer

Subhoof 4.—*Rente en dividende*

Item—

- (a) Op trustfondsbeleggings
- (b) Op ander beleggings (reserwe- en spesiale fondse ingesluit)

Subhoof 5.—*Huurgelde*Subhoof 6.—*Verkope*

Item—

- (a) Publikasies
- (b) Ander (spesifiseer)
- (c) Ander (spesifiseer)

Subhoof 7.—*Diverse ontvangste**Uitgawe*Subhoof A.—*Salarisse, lone en toelaes*

Item 1.—Goedgekeurde poste (Blanke personeel)—

- (a) Salarisse
- (b) Vakansiebesparingsbonus
- (c) Ander toelaes

Item 2.—Goedgekeurde poste (nie-Blanke personeel uitgesonderd die in item 3 genoem)—

- (a) Salarisse en lone
- (b) Toelaes

Item 3.—Geleentheidsarbeiders—

- (a) Salarisse en lone
- (b) Toelaes

Item 4.—Pensioen-, mediese en voorsorgfondsybydraes (Raad se bydraes)

Item 5.—Pensioene en gratifikasies

Item 6.—Honoraria

Subhoof B.—*Verblyf- en vervoerkoste* (uitgesonderd museumversameltogte)

Item 1.—Verblyfkoste

Item 2.—Vervoerkoste (met inbegrip van onderhoud en herstel van voertuie, maar nie aankoop nie)

Subhoof C.—*Pos-, telegraaf- en telefoon dienste*Subhoof D.—*Drukwerk, skryfbehoeftes, advertensies en publikasies*

- Item 1.—Drukwerk
- Item 2.—Skryfbehoeftes
- Item 3.—Advertensies
- Item 4.—Publikasies

Subhoof E.—*Diverse uitgawes*

- Item 1.—Boekhougelde
- Item 2.—Ouditgelde
- Item 3.—Bankkoste (uitgesonderd rente op oortrokke rekenings)
- Item 4.—Rente op goedgekeurde oortrokke rekenings en lenings
- Item 5.—Bantoeheffings en registrasiegelde
- Item 6.—Skoonmaakmateriaal
- Item 7.—Direkte dienste (D.O.W.)
- Item 8.—Onderhoud en herstelwerk
- Item 9.—Brandstof, elektrisiteit en water
- Item 10.—Assuransie (insluitende werkloosheid- en on-gevalleversekering)
- Item 11.—Lidmaatskapgelde
- Item 12.—Uniforms
- Item 13.—Onthaal
- Item 14.—Ander (spesifiseer)

Subhead 3.—*Donations*

Item—

- (a) Specify
- (b) Specify
- (c) Specify

Subhead 4.—*Interest and dividends*

Item—

- (a) On trust fund investments
- (b) On other investments
(Reserve and special funds included)

Subhead 5.—*Rentals*Subhead 6.—*Sales*

Item—

- (a) Publications
- (b) Other (specify)
- (c) Other (specify)

Subhead 7.—*Miscellaneous receipts**Expenditure*Subhead A.—*Salaries, wages and allowances*

Item 1.—Approved posts (White staff)—

- (a) Salaries
- (b) Vacation savings bonus
- (c) Other allowances

Item 2.—Approved posts (non-White staff excluding those mentioned in item 3)—

- (a) Salaries and wages
- (b) Allowances

Item 3.—Casual labourers.

- (a) Salaries and wages
- (b) Allowances

Item 4.—Pension, medical and provident fund contributions (council's contributions)—

Item 5.—Pensions and gratuities

Item 6.—Honoraria

Subhead B.—*Subsistence and transport expenses* (excluding museum collection expeditions)

Item 1.—Subsistence expenses

Item 2.—Transport expenses (including maintenance and repair of vehicles, but not purchase)

Subhead C.—*Postage, telegrams and telephones*Subhead D.—*Printing, stationery, advertisements and publications*

- Item 1.—Printing
- Item 2.—Stationery
- Item 3.—Advertisements
- Item 4.—Publications

Subhead E.—*Miscellaneous expenditure*

- Item 1.—Bookkeeping fees
- Item 2.—Audit fees
- Item 3.—Banking charges (except interest on overdrafts)
- Item 4.—Interest on approved overdrafts and loans
- Item 5.—Bantu levies and registration fees
- Item 6.—Cleaning material
- Item 7.—Direct services (P.W.D.)
- Item 8.—Maintenance and repairs
- Item 9.—Fuel, electricity and water
- Item 10.—Insurance (including unemployment and workmen's compensation insurance)
- Item 11.—Membership fees
- Item 12.—Uniforms
- Item 13.—Entertainment
- Item 14.—Other (specify)

Subhoof F.—Spesiale inrigtingsuitgawes

- Item 1.—Biblioteek (aankoop van boeke, tydskrifte, spesiale biblioteekuitrusting, bindkoste, ens.)
 - Item 2.—Versameltogte
 - Item 3.—Uitrusting, gereedskap en chemikalieë
 - Item 4.—Meublement (insluitende vertoonkaste)
 - Item 5.—Uitstallings
 - Item 6.—Motorvoertuie (aankoop)
 - Item 7.—Vertoonstukke (aankoop)
 - Item 8.—Ander (spesifiseer)
 - Item 9.—Ander (spesifiseer)
- ens.

Begroting van Inkomste en Uitgawe

79. Die direkteur lê aan die Sekretaris gedurende die maand Augustus van elke jaar 'n staat voor wat aandui die geraamde—

- (a) uitgawe aan salarisse, lone en toelaes betaalbaar aan personeel (uitgesonderd geleentheidsarbeiders) vir die lopende boekjaar;
- (b) vakansiebesparingsbonus betaalbaar vir die volgende boekjaar;
- (c) inkomste vir die lopende boekjaar—
 - (i) toegangsgelde
 - (ii) lidmaatskapgelde
 - (iii) skenkings (spesifiseer).

Verslag

80. (1) Die Raad doen aan die Minister aan die einde van elke boekjaar verslag oor die bedrywighede van die inrigting.

(2) Die direkteur lê aan die Raad die geouditeerde rekeninge van die inkomste en die uitgawe van die inrigting vir elke boekjaar en 'n balanstaat van sy bates en laste soos op die laaste dag van sodanige boekjaar voor, binne 'n maand nadat sodanige rekeninge van die ouditeur ontvang is, en dien terselfdertyd by die Sekretaris afskrifte van sodanige rekeninge en balansstaat in.

DEPARTEMENT VAN LANDBOU-EKONOMIE EN-BEMARKING

No. R. 2006

11 Julie 1969

TABAKREELINGSKEMA**VERBOD OP DIE VERKOOP VAN TABAK.—
WYSIGING**

Kragtens artikel 79 (1) (b) van die Bemakingswet, 1968 (No. 59 van 1968) maak ek, Dirk Cornelis Hermanus Uys, Minister van Landbou, hierby bekend dat die Raad van Beheer oor die Tabaknywerheid, vermeld in artikel 3 van die Tabakreelingskema, afgekondig by Proklamasie R. 19 van 1961, soos gewysig, ingevolge die bevoegdheid hom verleen by artikel 18 (p) en 22 (1) van daardie Skema, met sy goedkeuring en met ingang van datum van publikasie hiervan, die verbodsbepalings afgekondig by Goewermenskennisgewing R. 561 van 5 April 1968, soos gewysig, verder gewysig het soos in die Bylae hiervan uiteengesit.

D. C. H. UYS, Minister van Landbou.

BYLAE

Die Bylae van Goewermenskennisgewing R. 561 van 5 April 1968, soos gewysig, word hierby verder gewysig

Subhead F.—Special institutional expenditure

- Item 1.—Library (purchase of books, periodicals, special library equipment, binding costs, etc.)
 - Item 2.—Collecting expeditions
 - Item 3.—Equipment, tools and chemicals
 - Item 4.—Furniture (including show-cases)
 - Item 5.—Exhibitions
 - Item 6.—Motor vehicles (purchase)
 - Item 7.—Exhibits (purchase)
 - Item 8.—Other (specify)
 - Item 9.—Other (specify)
- etc.

Estimates of Revenue and Expenditure

79. The director shall submit to the Secretary during the month of August in every year a statement indicating the estimated—

- (a) expenditure on salaries, wages and allowances payable to staff (excluding casual labourers) in respect of the current financial year.
- (b) vacation savings bonus payable during the next financial year; and
- (c) revenue in respect of the current financial year—
 - (i) admission fees;
 - (ii) membership fees; and
 - (iii) donations (specify)

Reports

80. (1) The council shall report to the Minister at the end of every financial year, on the activities of the institution.

(2) The director shall submit to the council the audited accounts of the income and expenditure of the institution for each financial year and a balance sheet of its assets and liabilities as at the last day of such financial year, within one month after such accounts have been received from the auditor, and at the same time lodge with the Secretary copies of such accounts and balance sheet.

DEPARTMENT OF AGRICULTURAL ECONOMICS AND MARKETING

No. R. 2006

11 July 1969

TOBACCO CONTROL SCHEME**PROHIBITION ON THE SALE OF TOBACCO.—
AMENDMENT**

In terms of section 79 (1) (b) of the Marketing Act, 1968 (No. 59 of 1968), I, Dirk Cornelis Hermanus Uys, Minister of Agriculture, hereby make known that the Tobacco Industry Control Board, referred to in section 3 of the Tobacco Control Scheme, published by Proclamation R. 19 of 1961, as amended, has in terms of sections 18 (p) and 22 (1) of that Scheme, with my approval and with effect from the date of publication hereof, further amended the prohibitions published by Government Notice R. 561 of 5 April 1968, as amended, as set out in the Schedule hereto.

D. C. H. UYS, Minister of Agriculture.

SCHEDULE

The Schedule to Government Notice R. 561 of 5 April 1968, as amended, is hereby further amended by the

deur Aanhangsels A, B en C deur die volgende Aanhangsels te vervang:—

AANHANGSEL A

KLAS (B)

OONGEDROOGDE VIRGINIESE TABAK

Graad	Alle gebiede (Prys teen sent per lb)
OR/1	67.00
OR/3	65.00
OR/4	64.00
OR/2S	52.00
OR/4S	51.25
OR/GL1	49.50
OR/BS1	43.00
OR/5	45.00
OR/5S	41.00
OR/GLM	37.00
OR/DL	34.00
OR/SL1	30.00
OR/SL	24.50
OR/DB	25.00
OR/HL	24.00
OR/E	15.50
OR/F	15.50
OR/G	15.50
OR/H	15.50
OR/BS2	31.00
OR/SD	15.50
OR/SLS1	20.00
OR/SLS	17.00
OR/SDS	15.50
OR/SSL	13.75

Bostaande verkoopspryse by die pakhuis van die agente is teen kontant, 30 dae na datum van faktuur.

AANHANGSEL B

KLAS (C)

(1) LUGGEDROOGDE VIRGINIESE TABAK

(i) Ligte

Graad	Alle gebiede (Prys teen sent per lb)
A2	48.50
A3	47.00
A4	45.75
A4S	39.75
DL	34.00
BS1	31.00
GL	30.25
DB	26.00
HL	21.00
BS2	25.00
SL1	23.00
SL	18.00
SLS1	16.00
SLS	14.00
SSL	13.75

(ii) Donker

(a) Snuftabak:—	
DS1	30.70
DS2	28.95
DS3	27.45
DS4	25.70
UG	26.70
GS	24.70

(b) Pyptabak:—	
PS	26.25
D	22.75
E	21.75
F	20.25
G	20.25
H	20.25
SD	20.25
SDS1	16.75
SDS	14.75
D/SSL	13.50
Gemiddeld D—SD	21.25

(c) Roltabak:—	
D(t)	30.20
E(t)	26.95
F(t)	26.45
F(i)	25.95
Gemiddeld E(t)—F(i)	26.45

substitution for Annexures A, B and C of the following Annexures:—

ANNEXURE A

CLASS (B)

FLUE-CURED VIRGINIA TOBACCO

Grade	All areas (Price at cents per lb)
OR/1	67.00
OR/3	65.00
OR/4	64.00
OR/2S	52.00
OR/4S	51.25
OR/GL1	49.50
OR/BS1	43.00
OR/5	45.00
OR/5S	41.00
OR/GLM	37.00
OR/DL	34.00
OR/SL1	30.00
OR/SL	24.50
OR/DB	25.00
OR/HL	24.00
OR/E	15.50
OR/F	15.50
OR/G	15.50
OR/H	15.50
OR/BS2	31.00
OR/SD	15.50
OR/SLS1	20.00
OR/SLS	17.00
OR/SDS	15.50
OR/SSL	13.75

The above selling prices at agents' warehouses are for net cash, 30 days from date of invoice.

ANNEXURE B

CLASS (C)

(1) AIR-CURED VIRGINIA TOBACCO

Grade	All areas (Price at cents per lb)
A2	48.50
A3	47.00
A4	45.75
A4S	39.75
DL	34.00
BS1	31.00
GL	30.25
DB	26.00
HL	21.00
BS2	25.00
SL1	23.00
SL	18.00
SLS1	16.00
SLS	14.00
SSL	13.75

(ii) Dark

(a) Snuff Tobacco:—	
DS1	30.70
DS2	28.95
DS3	27.45
DS4	25.70
UG	26.70
GS	24.70

(b) Pipe Tobacco:—	
PS	26.25
D	22.75
E	21.75
F	20.25
G	20.25
H	20.25
SD	20.25
SDS1	16.75
SDS	14.75
D/SSL	13.50
Average D—SD	21.25

(c) Twist tobacco:—	
D(t)	30.20
E(t)	26.95
F(t)	26.45
F(i)	25.95
Average E(t)—F(i)	26.45

(2) BURLEY

(i) Ligte

Graad	Alle gebiede (Prys teen sent per lb)
B/1.....	42.25
B/1S.....	35.50
B/2.....	39.00
B/3.....	24.00
B/BS1.....	28.00
B/SL1.....	24.00
B/SL.....	21.75
B/SLS1.....	16.00
B/SLS.....	14.00
B/4.....	29.25
B/5.....	29.25
B/6.....	29.25
B/7.....	29.25
B/LSL.....	19.75
B/LSLS.....	14.00
B/SSL.....	13.75

(ii) Donker

B/D.....	19.40
B/E.....	18.40
B/F.....	16.90
B/G.....	16.90
B/H.....	16.90
B/SD.....	16.90
B/SDS.....	14.40
B/DSSL.....	13.15
Gemiddeld B/D—B/SD.....	17.90

(3) VUURGEDROOGDE TABAK

Graad	Alle gebiede (Prys teen sent per lb)
F/DS1.....	33.20
F/DS2.....	31.95
F/DS3.....	28.95
F/UG.....	26.45
F/D.....	22.75
F/E.....	21.75
F/F.....	20.25
F/G.....	20.25
F/H.....	20.25
F/SD.....	20.25
F/SDS.....	14.75
Gemiddeld F/D—F/SD.....	21.25

Bostaande verkoopspryse by die pakhuise van die agente is teen kontant, 30 dae na datum van faktuur.

AANHANGSEL C
SKAAPLEK (ONGEMENG)

Graad	Alle gebiede (Prys teen sent per lb)
Fyn brokkel tabak van enige klas.....	12.75

Bostaande verkoopspryse by die pakhuise van die agente is teen kontant, 30 dae na datum van faktuur."

BYLAE

Die regulasies afgekondig by Goewermentskennisgewing R. 560 van 5 April 1968, soos gewysig, word hierby verder gewysig deur in die Aanhangsel na die graad en graad-

(2) BURLEY

(i) Light

Grade	All areas (Price at cents per lb)
B/1.....	42.25
B/1S.....	35.50
B/2.....	39.00
B/3.....	24.00
B/BS1.....	28.00
B/SL1.....	24.00
B/SL.....	21.75
B/SLS1.....	16.00
B/SLS.....	14.00
B/4.....	29.25
B/5.....	29.25
B/6.....	29.25
B/7.....	29.25
B/LSL.....	19.75
B/LSLS.....	14.00
B/SSL.....	13.75

(ii) Dark

B/D.....	19.40
B/E.....	18.40
B/F.....	16.90
B/G.....	16.90
B/H.....	16.90
B/SD.....	16.90
B/SDS.....	14.40
B/DSSL.....	13.15
Average B/D—B/SD.....	17.90

(3) FIRE-CURED TOBACCO

Grade	All areas (Price at cents per lb)
F/DS1.....	33.20
F/DS2.....	31.95
F/DS3.....	28.95
F/UG.....	26.45
F/D.....	22.75
F/E.....	21.75
F/F.....	20.25
F/G.....	20.25
F/H.....	20.25
F/SD.....	20.25
F/SDS.....	14.75
Average F/D—F/SD.....	21.25

The above selling prices are at agents' warehouses for net cash, 30 days from date of invoice.

ANNEXURE C
SHEEPLICK (UNMIXED)

Grade	All areas (Price at cents per lb)
Fine scrap tobacco of any class.....	12.75

The above selling prices are at agents' warehouses for net cash, 30 days from date of invoice."

No. R. 2007

11 Julie 1969

REGULASIES MET BETREKKING TOT DIE
GRADERING, VERPAKKING EN MERK VAN
TABAK.—WYSIGING

Die Staatspresident het kragtens die bevoegdheid hom verleen by artikel 89 van die Bemarkingswet, 1968 (No. 59 van 1968), die regulasies met betrekking tot die gradering, verpakking en merk van tabak, afgekondig by Goewermentskennisgewing R. 560 van 5 April 1968, soos gewysig, verder gewysig soos in die Bylae hiervan uiteengesit.

BYLAE

Die regulasies afgekondig by Goewermentskennisgewing R. 560 van 5 April 1968, soos gewysig, word hierby verder gewysig deur in die Aanhangsel na die graad en graad-

No. R. 2007

11 July 1969

REGULATIONS RELATING TO THE GRADING,
PACKING AND MARKING OF TOBACCO.—
AMENDMENT

The State President has under the powers vested in him by section 89 of the Marketing Act, 1968 (No. 59 of 1968), further amended the regulations relating to the grading, packing and marking of tobacco, published by Government Notice R. 560 of 5 April 1968, as amended, as set out in the Schedule hereto.

SCHEDULE

The regulations published by Government Notice R. 560 of 5 April 1968, as amended, are hereby further amended by the insertion in the Annexure after the grade

beskrywing van DS3 die volgende grade en graad-beskrywings in te voeg:—

“DS4 . . . Goeie kwaliteit okkerneut- tot donker okkerneutkleurige blad; goeie tot swaarlywigheid; 15 tot 18 duim lank.

UG . . . Gebreekte okkerneut- tot donker okkerneutkleurige blare van dieselfde kwaliteit as die Grade DS1 tot DS3.

GS . . . Gebreekte en beskadigde okkerneut- tot donker okkerneutkleurige blare van dieselfde kwaliteit as die grade DS3 en DS4; mag ook kort lengtes van dieselfde kleur en kwaliteit bevat.”

and grade description of DS3 of the following grades and grade descriptions:—

“DS4 . . . Good quality leaf in walnut to dark walnut colour; fleshy to heavy body; 15 to 18 inches in length.

UG . . . Broken leaves in walnut to dark walnut colour of the same quality as the Grades DS1 to DS3.

GS . . . Broken and damaged leaves in walnut to dark walnut colour of the same quality as the grades DS3 and DS4; may also contain short lengths of the same quality and colour.”

No. R. 2008

11 July 1969

REGULASIES MET BETREKKING TOT DIE GRADERING, VERPAKKING EN MERK VAN GROEN PIESANGS.—WYSIGING

Die Staatspresident het kragtens die bevoegdheid hom verleen by artikel 89 van die Bemarkingswet, 1968 (No. 59 van 1968), die regulasies met betrekking tot die gradering, verpakking en merk van groen piesangs, afgekondig by Goewermmentskennisgewing R. 653 van 7 Mei 1965, soos gewysig, verder gewysig soos in die Bylae hiervan uiteengesit.

BYLAE

Die Bylae van Goewermmentskennisgewing R. 653 van 7 Mei 1965, soos gewysig, word hierby verder gewysig deur regulasie 6 deur die volgende regulasie te vervang:—

“6. (1) Groen piesangs bestem vir verkoop moet as hande verpak word in 'n draadversterkte houer wat 'n minimum netto gewig van 50 lb piesangs bevat en wat vervaardig is volgens die spesifikasies voorgeskryf deur die Suid-Afrikaanse Büro vir Standaarde onder Verwysingsnommer 234 (BCB) van Augustus 1967.

(2) Elke houer moet aan die binnekant met sterk onbesmette pakkpapier van minstens 80 G.S.M. uitgevoer word ten einde die inhoud teen kneusing en beskadiging te beskerm.”

No. R. 2008

11 July 1969

REGULATIONS RELATING TO THE GRADING, PACKING AND MARKING OF GREEN BANANAS.—AMENDMENT

The State President has, under the powers vested in him by section 89 of the Marketing Act, 1968 (No. 59 of 1968), further amended the regulations relating to the grading, packing and marking of green bananas, published by Government Notice R. 653 of 7 May 1965, as amended, as set out in the Schedule hereto.

SCHEDULE

The Schedule to Government Notice R. 653 of 7 May 1965, as amended, is hereby further amended by the substitution for regulation 6 of the following regulation:—

“6. (1) Green bananas intended for sale shall be packed as hands in a wire-reinforced container containing a minimum net weight of 50 lb bananas and manufactured in accordance with the specifications prescribed by the South African Bureau of Standards under Reference No. 234 (BCB) of August 1967.

(2) Each container shall be lined with strong clean uncontaminated packing paper of at least 80 G.S.M. in order to protect the contents from bruising and injury.”

DEPARTEMENT VAN LANDBOUKREDIET EN GRONDBESIT

No. R. 1167

11 Julie 1969

Dit het die Staatspresident behaag om kragtens artikel 9 (11) van die Registrasie van Aktes Wet, 1937 (Wet 47 van 1937), sy goedkeuring te heg aan onderstaande regulasies deur die Registrasie-regulasieraad kragtens artikel 10 van gemelde Wet uitgevaardig, wat op 1 November 1969, in werking tree.

REGULASIES

Die Regulasies in Goewermmentskennisgewing R. 466 van 29 Maart 1963 afgekondig, soos gewysig deur Goewermmentskennisgewings R. 557 van 26 April 1963, R. 1251 van 14 Augustus 1964, R. 493 van 2 April 1965, R. 1105 van 8 Julie 1966 en R. 1077 van 27 Junie 1969, word hierby gewysig deur subregulasie (2) van regulasie 45 deur die volgende subregulasie te vervang:—

“(2) Prokurasies moet in enkele eksemplare ingedien word, en alle ander aktes beskryf in die voorafgaande subregulasie moet in duplo ingedien word behalwe waar meer as een persoon 'n party is by 'n notariële akte met betrekking tot onroerende goed (uitgesonderd 'n prospekterkontrak), en in dié geval moet 'n addisionele duplikaat-

DEPARTMENT OF AGRICULTURAL CREDIT AND LAND TENURE

No. R. 1167

11 July 1969

The State President has been pleased to approve, in terms of section 9 (11) of the Deeds Registries Act, 1937 (Act 47 of 1937), the subjoined regulations made by the Deeds Registries Regulation Board in terms of section 10 of the said Act, which shall take effect on 1 November 1969.

REGULATIONS

The Regulations published under Government Notice R. 466, dated 29 March 1963, as amended by Government Notices R. 557, dated 26 April 1963; R. 1251, dated 14 August 1964; R. 493, dated 2 April 1965; R. 1105, dated 8 July 1966; and R. 1077, dated 27 June 1969, are hereby amended by the substitution for subregulation (2) of regulation 45 of the following subregulation:—

“(2) Powers of attorney shall be lodged singly, and all other deeds described in the preceding subregulation shall be lodged in duplicate except where more than one person is a party to a notarial deed affecting immovable property (other than a prospecting contract), in which case there

origineel, grosse of gewaarmerkte afskrif ingedien word ten opsigte van elke betrokke titelakte en elke addisionele party by die akte wat nie 'n eenaar van die betrokke onroerende goed is nie. Die registrasieduplikaat en slegs een ander akte, moet deur die Registrateur onderteken word en elke addisionele afskrif moet met die woorde 'Alleen vir inligting uitgereik' geëndosseer word. Die Registrateur kan na goeddunke 'n kleiner getal duplikaat-origienele, of grosse, of gewaarmerkte afskrifte aanneem."

BURO VIR STATISTIEKE

No. R. 1179

11 Julie 1969

REGULASIES

JAARLIKSE STATISTIEK VAN LANDBOU EN BOSBOU

Die Staatspresident het kragtens artikel 12 van die Wet op Statistieke, 1957 (Wet 73 van 1957), soos gewysig by Wet 36 van 1965 en Wet 41 van 1968, die volgende regulasies uitgevaardig vir die opname van 'n jaarlikse sensus van Landbou en Bosbou in die Republiek van Suid-Afrika en Suidwes-Afrika.

1. Vir die toepassing van hierdie regulasies beteken—

"landbou" die kweek van akkerbougewasse, bome en struik, saadsoorte, groente, blomme, beide in die opelug en onder glas; die teel van lewende hawe, pluimvee, konyne, pels- of ander diere en bye; en die produksie van landbou-, diere- en ander plaasprodukte;

"sensusjaar", in elke jaar, die 12 maande geëindig op—

30 April ten opsigte van suikerrietplantasies;

30 Junie ten opsigte van bosbou en landbou, behalwe ooste;

31 Augustus ten opsigte van ooste, behalwe suikerrietplantasies;

31 Augustus ten opsigte van Bantoelandbou;

"vervaldatum", in elke jaar—

vir die Republiek van Suid-Afrika

14 September ten opsigte van bosbou en landbou; en

14 Mei ten opsigte van suikerrietplantasies;

vir Suidwes-Afrika

31 Julie;

"bosbou" die bewerking van houtstreke, insluitende wattleplantasies; bosboomkwekerye; die aanplant, oorplant en bewaring van bosse; die versameling van nie-gekweekte materiaal en die afkap en ru-kap van bome;

"houer of boer" 'n persoon of organisasie wat die boerdery tot sy eie voordeel dryf;

"hoewe of boerderyeenheid" enige grond wat vir landbou en/of bosbou gebruik word en bestaande uit een plaas of twee of meer afsonderlike plase of stukke grond wat in dieselfde landdrosdistrik geleë is en wat deur die houer of boer as 'n enkele boerderyeenheid bewerk word;

"persoon in beheer van enige hoewe of boerderyeenheid" die houer of boer of die bestuurder of ander persoon wat die boerdery dryf;

"steekproefneming" 'n statistiese prosedure waarvolgens inligting verkry word deur statistiese tegnieke toe te pas op inligting wat slegs van 'n gedeelte van die totale aantal betrokke houters of boere verkry is.

2. Die persoon in beheer van enige hoewe of boerderyeenheid moet voor of op die vervaldatum 'n opgawe vir die voorafgaande sensusjaar ten opsigte van sodanige hoewe of boerderyeenheid indien. In sodanige opgawe

shall be lodged an additional duplicate original, grosse or certified copy in respect of each title deed involved and each additional party to the deed who is not an owner of the immovable property affected. The registry duplicate and one other deed alone shall bear the signature of the Registrar, and each additional copy shall be endorsed with the words 'Issued for information only'. The Registrar may in his discretion accept a lesser number of duplicate originals or grosses or certified copies."

BUREAU OF STATISTICS

No. R. 1179

11 July 1969

REGULATIONS

ANNUAL STATISTICS OF AGRICULTURE AND FORESTRY

The State President has, in terms of section 12 of the Statistics Act, 1957 (Act 73 of 1957), as amended by Act 36 of 1965 and Act 41 of 1968 made the following regulations in regard to the taking of an annual census of Agriculture and Forestry in the Republic of South Africa and South-West Africa.

1. For the purpose of these regulations—

"agriculture" means the growing of field crops, trees and shrubs, seeds, vegetables, flowers, both in the open and under glass; the raising of livestock, poultry, rabbits, fur-bearing or other animals and bees, and the production of agricultural, animal and other farm products;

"census year" means, in each year, the 12 months ended on—

30 April in respect of sugar-cane plantations;

30 June in respect of forestry and agriculture, except crops;

31 August in respect of crops, except sugar-cane plantations;

31 August in respect of Bantu agriculture;

"due date" in each year is—

for the Republic of South Africa

14 September in respect of forestry and agriculture; and

14 May in respect of sugar-cane plantations;

for South-West Africa

31 July;

"forestry" means the cultivation of timber tracts, including wattle plantations; forest tree nurseries; planting, replanting and conservation of forests; gathering of non-cultivated materials and felling and rough cutting of trees;

"holder or farmer" means a person who or organisation which conducts the farming operations for his or its own benefit;

"holding or farming unit" means any land used for agriculture and/or forestry and comprises one farm or two or more separate farms or pieces of land which are situated in the same magisterial district and which are operated by the holder or farmer as a single farming unit;

"person in charge of any holding or farming unit" means the holder or farmer or the manager or other person who conducts the farming operations;

"sampling" means a statistical procedure whereby information is derived by applying statistical techniques to information obtained only from a portion of the total number of holders or farmers concerned.

2. The person in charge of any holding or farming unit shall, on or before the due date, render a return for the preceding census year in respect of such holding or farming unit. In such return he shall furnish all the

moet hy al die inligting verstrek soos uiteengesit in die Bylae hiervan, of soveel van sodanige inligting as wat deur die Direkteur van Statistiek verlang word en wat uiteengesit is in 'n vorm wat deur genoemde Direkteur uitgegee word. Hierdie vorm kan verkry word op aanvraag by enige polisiestasie, of op skriftelike aansoek deur die pos aan (a) die Assistent-kontroleur van die Landbousensus, p/a Suid-Afrikaanse Polisie van die distrik waarin die betrokke hoewe geleë is, of (b) die Direkteur van Statistiek, Pretoria.

3. Behoudens die bepalings van regulasie 2 kan die Direkteur van Statistiek 'n landbousensus deur steekproefneming opneem indien hy van mening is dat die gebruik van dié metode geskikter is.

4. Die houer of boer moet sodanige opgawe adresseer aan die Assistent-kontroleur van die Landbousensus, p/a Suid-Afrikaanse Polisie, en dit aflewer by, of pos aan, enige polisiestasie in die distrik waarin die hoewe of boerderyeenheid geleë is, of dit adresseer en pos aan die Direkteur van Statistiek, Pretoria.

5. Enige houer of boer wat, sonder redelike oorsaak, versuim om aan hierdie regulasies te voldoen, begaan 'n oortreding en is by skuldigbevinding strafbaar met 'n boete van hoogstens vyftig rand of, in die geval van 'n voortdurende versuim om daaraan te voldoen, met 'n boete van hoogstens twee rand vir elke dag waarop sodanige versuim voortduur.

6. Die regulasies uitgevaardig by Goewermentskennisgewing R. 936 wat in *Staatskoerant* 6479 van 1 Julie 1960 gepubliseer is, word hierby herroep.

BYLAE TOT REGULASIES

(Kyk regulasie 2)

1. Houer of Boer

- (a) Naam en adres.
- (b) Ouderdom.
- (c) Ras.
- (d) Identiteit.
- (e) Regstatus.
- (f) Beroep.
- (g) Woonplek.

2. Hoewe of Boerderyeenheid

- (a) Naam, registrasienommer en naam van distrik waarin geleë.
- (b) Naam, adres, ras, beroep en woonplek van eienaar.
- (c) Totale oppervlakte, oppervlakte in besit, oppervlakte gehuur en oppervlakte volgens benutting.
- (d) Verkoopwaarde.
- (e) Getal woonhuise en waarde.
- (f) Bedrag van huur betaal.
- (g) Beskrywing en lengte van grens- en kampomheining.
- (h) Bedrag van verband(e) en ander lening(s) en skuld.
- (i) Bedrag van rente betaal.
- (j) Aard, hoeveelheid en/of koste van boerderybenodigdhede, dienste, verbeterings en ander uitgawes-items.
- (k) Waarde van alle plaasprodukte verkoop.

3. Bevolking en werknemers

- (a) Getal, ras, geslag, ouderdom en ander eienskappe van bevolking op die hoewe of boerderyeenheid en van verskillende klasse werknemers.
- (b) Kontantsalarisse en -lone en geldwaarde van rantsoene, goedere, bonusse en weiregte ontvang en huurwaarde van grond gebruik deur werknemers.

information detailed in the Annexure hereto, or as much of such information as may be required by the Director of Statistics and set out on a form issued by the said Director. This form may be obtained on application at any police station, or on written application sent by post to (a) the Assistant Supervisor of the Census of Agriculture, c/o South African Police of the district in which the holding in question is situated, or (b) the Director of Statistics, Pretoria.

3. Subject to the provisions of regulation 2, the Director of Statistics may take a Census of Agriculture by sampling if he is satisfied that the use of such method is more expedient.

4. The holder or farmer shall address such return to the Assistant Supervisor of the Census of Agriculture, c/o South African Police, and deliver it at, or post it to any police station in the district in which the holding or farming unit is situated, or address and post it to the Director of Statistics, Pretoria.

5. Any holder or farmer who, without reasonable cause, fails to comply with these regulations shall be guilty of an offence and liable on conviction to a fine not exceeding fifty rand or, in the case of a continuing failure to comply therewith, to a fine not exceeding two rand for every day during which such failure continues.

6. The regulations made under Government Notice R. 936 published in *Government Gazette* 6479 of 1 July 1960, are hereby repealed.

ANNEXURE TO REGULATIONS

(Vide regulation 2)

1. Holder or Farmer

- (a) Name and address.
- (b) Age.
- (c) Race.
- (d) Identity.
- (e) Legal status.
- (f) Occupation.
- (g) Place of residence.

2. Holding or Farming Unit

- (a) Name, registered number, and name of district in which situated.
- (b) Name, address, race, occupation and place of residence of owner.
- (c) Total area, area owned, area rented and area according to utilisation.
- (d) Market value.
- (e) Number of dwelling-houses and value.
- (f) Amount of rent paid.
- (g) Description and length of boundary and paddock fencing.
- (h) Amount of mortgage bond(s) and of other loan(s) and debts.
- (i) Amount of interest paid.
- (j) Nature, quantity and/or cost of farming requisites, services, improvements and other expenditure items.
- (k) Value of all farm produce sold.

3. Population and Employees

- (a) Number, race, sex, age and other characteristics of population on the holding or farming unit and of various classes of employees.
- (b) Cash salaries and wages, and money-value of rations, goods, bonuses and grazing rights received and rental value of land used by employees.

4. Groente

- (a) Die oppervlakte wat met elke soort groente beplant is.
- (b) Die hoeveelheid en waarde van elke soort groente geproduseer en die beskikking daaroor.

5. Blomme en Blombolle

- (a) Die oppervlakte wat met blomme en blombolle beplant is.
- (b) Die waarde van snyblomme en blombolle geproduseer en die beskikking daaroor.

6. Kwekerye

- (a) Die oppervlakte onder bome, struik, wingerdstokke, plante vir blomme en ander plante.
- (b) Die waarde van bome, struik, wingerdstokke, plante vir blomme en ander plante geproduseer, en die beskikking daaroor.

7. Gewasse

Ten opsigte van elke gewas:—

- (a) Die hoeveelheid graan of saad gesaai of geplant;
- (b) oppervlakte beplant, gesaai of onder gewasse;
- (c) oppervlakte geoes of deur vee afgewei;
- (d) hoeveelheid en waarde geoes, en die beskikking daaroor;
- (e) hoeveelheid hooi geoes en kuilvoer gemaak.

8. Wynbou

- (a) Oppervlakte onder wingerd, en beskrywing, ouderdom en getal van wingerdstokke.
- (b) Wynbouproduksie—beskrywing, hoeveelheid, waarde en die beskikking daaroor.

9. Vrugtebome

- (a) Oppervlakte van boorde, pynappel- en piesangplantasies.
- (b) Getal en ouderdom van vrugtebome van elke soort.
- (c) Hoeveelheid en waarde van elke soort vars vrugte geproduseer en die beskikking daaroor.
- (d) Hoeveelheid en waarde van elke soort droëvrugte geproduseer en die beskikking daaroor.

10. Suikerrietplantasies

- (a) Oppervlakte onder suikerriet volgens soorte en uitloopsels.
- (b) Oppervlakte van suikerriet geoes volgens soorte en uitloopsels.
- (c) Hoeveelheid suikerriet geoes volgens soorte en uitloopsels.
- (d) Waarde van suikerriet geoes.
- (e) Oppervlakte van nuwe suikerrietlande beplant.
- (f) Oppervlakte van grond wat vir suikerriet geskik is.
- (g) Oppervlakte van grond wat nie vir suikerriet geskik is nie.
- (h) Oppervlakte van ou suikerrietlande wat uitgeploeg en weer beplant is of voorberei word om weer beplant te word.
- (i) Gemiddelde ouderdom van alle suikerriet wat uitgeploeg is.

11. Tee- en Koffieplantasies

- (a) Oppervlakte van plantasies.
- (b) Getal en ouderdom van bome.
- (c) Hoeveelheid en waarde van oeste geproduseer en die beskikking daaroor.

12. Bosbou

- (a) Getal en waarde van boompies gekoop.
- (b) Soorte houtplantasies en houtakkers en oppervlaktes onder elke soort, met vermelding van die ouderdom van elk.

4. Vegetables

- (a) The area under each type of vegetable.
- (b) The quantities and value of each type of vegetable produced and the disposal thereof.

5. Flowers and Flower Bulbs

- (a) The area under flowers and flower bulbs.
- (b) The value of cutting flowers and flower bulbs produced and the disposal thereof.

6. Nurseries

- (a) The area under trees, shrubs, vines, plants for flowers and other plants.
- (b) The value of trees, shrubs, vines, plants for flowers and other plants produced and the disposal thereof.

7. Crops

In respect of each crop:—

- (a) Quantity of grain or seed sown or planted;
- (b) area planted, sown or under crops;
- (c) area reaped or harvested or cropped by stock;
- (d) quantity and value reaped or harvested, and the disposal thereof;
- (e) quantity of hay reaped and ensilage made.

8. Viticulture

- (a) Area under vines, and description, ages and number of vines.
- (b) Viticultural production—description, quantities, value and the disposal thereof.

9. Fruit Trees

- (a) Area of orchards, pineapple and banana plantations.
- (b) Number and ages of fruit trees of each species.
- (c) Quantity and value of each species of fresh fruit produced and the disposal thereof.
- (d) Quantity and value of each species of dried fruit produced and the disposal thereof.

10. Sugar-cane Plantations

- (a) Area under sugar-cane by types and ratoons.
- (b) Area of sugar-cane reaped by types and ratoons.
- (c) Quantity of sugar-cane reaped by types and ratoons.
- (d) Value of sugar-cane reaped.
- (e) Area of virgin sugar-cane lands planted.
- (f) Area of land suitable for sugar-cane.
- (g) Area of land not suitable for sugar-cane.
- (h) Area of old sugar-cane lands ploughed out and replanted or under preparation for replanting.
- (i) Average ages of all sugar-cane ploughed out.

11. Tea and Coffee Plantations

- (a) Area of plantations.
- (b) Number and ages of trees.
- (c) Quantity and value of crops produced and the disposal thereof.

12. Forestry

- (a) Number and value of seedlings purchased.
- (b) Timber plantations and wood-lots (species) and areas under each species at each age.

- (c) Soorte wattleplantasies en oppervlaktes onder elke soort, met vermelding van die ouderdom van elk.
- (d) Oppervlakte van inheemse bosse.
- (e) Eksploitasie van en produkte uit hout- en wattleplantasies, houttakkers en inheemse bosse.
- (f) Waarde van produkte uit hout- en wattleplantasies, houtakkerse en inheemse bosse.
- (g) Oppervlakte van beplande toekomstige nuwe bebossing volgens soorte en hoofdoel.
- (h) Oppervlaktes van beplande omskakeling van bestaande plantasies volgens soorte en hoofdoel.

13. *Lewende Hawe en Pluimvee*

- (a) Beskrywing, getal en ouderdom van elke soort lewende hawe en pluimvee.
- (b) Beskrywing, getal en waarde van elke soort lewende hawe en pluimvee gekoop, verkoop of andersins van die hand gesit, hetsy lewend of geslag.
- (c) Beskrywing en getal van elke soort lewende hawe wat dood is of wat afgemaak is of wat verloor is deur siekte, droogte, blootstelling, ongedierte, diefstal, vergiftiging, ongeluk, of weens verdwaling of ander oorsake.
- (d) Getal koeie gemelk.
- (e) Getal skape en Angorabokke geskeer.

14. *Diereprodukte*

- (a) Hoeveelheid en waarde van elk van die volgende: Melk, room, bottervet, botter, kaas, spekvleis, ham, vet, talk, eiers en seep geproduseer, en die beskikking daarvoor.
- (b) Hoeveelheid en waarde van elk van die volgende: Wol, bokhaar en volstruisvere geproduseer, en die beskikking daarvoor.
- (c) Getal en waarde van elk van die volgende: Huide, velle en velletjies geproduseer, en die beskikking daarvoor.

15. *Byteelt*

- (a) Beskrywing van en getal korwe.
- (b) Hoeveelheid en waarde van heuning en was geproduseer, en die beskikking daarvoor.

16. *Grondbenutting*

- (a) Oppervlakte en beskrywing van benutting.
- (b) Oppervlakte van grond wat braak lê.
- (c) Oppervlaktes van bewerkte en onbewerkte grond.

17. *Grondbewaring*

- (a) Getal en beskrywing van damme en veesuipings.
- (b) Getal, beskrywing en lengte van kontoer- en ander walle en versperrings.

18. *Besproeiing*

- (a) Beskrywing en oppervlakte van grond besproei of besproeibaar.
- (b) Getal en beskrywing van boorgate, putte, fonteine, damme en besproeiingsuitrusting.
- (c) Getal persone en lewende hawe afhanklik van boorgate, putte en fonteine en ander bronne van watervoorsiening.

19. *Missowwe en Grondbehandelingsmiddels*

- (a) Beskrywing en hoeveelheid van kraalmis, kompos en ander missowwe of grondbehandelingsmiddels gebruik, en die oppervlaktes waarop dit toegedien is.
- (b) Oppervlakte van groenbemesting ingeplough.

20. *Landboumasjinerie, -werktuie, -uitrusting en Vervoer*

- (a) Beskrywing, getal en dra vermoë of perdekrag van vervoeruitrusting, trekkers, vaste enjins, elektriese motore en opwekkingsinstallasies.
- (b) Besonderhede van aankope en verkope.

- (c) Wattle plantations (species) and areas under each species at each age.

- (d) Area of indigenous forests.

- (e) Exploitation of, and products from, timber and wattle plantations, wood-lots and indigenous forests.

- (f) Value of products from timber and wattle plantations, wood-lots and indigenous forests.

- (g) Areas of planned future new afforestation according to species and main purpose.

- (h) Areas of planned conversion of existing plantations according to species and main purpose.

13. *Livestock and Poultry*

- (a) Description number, and ages of each type of livestock and poultry.

- (b) Description, number and value of each type of livestock and poultry bought, sold, or otherwise disposed of, whether alive or slaughtered.

- (c) Description and number of each type of livestock which have died or been destroyed or which have been lost through disease, drought, exposure, vermin, theft, poisoning, accident, straying or other causes.

- (d) Number of cows milked.

- (e) Number of sheep and Angora goats shorn.

14. *Animal Products*

- (a) Quantity and value of each of the following: Milk, cream, butterfat, butter, cheese, bacon, ham, fat, tallow, eggs, and soap produced, and the disposal thereof.

- (b) Quantity and value of each of the following: Wool, mohair and ostrich feathers produced, and the disposal thereof.

- (c) Number and value of each of the following: Hides, skins and pelts produced and the disposal thereof.

15. *Apiculture*

- (a) Description and number of beehives.

- (b) Quantity and value of honey and wax produced and the disposal thereof.

16. *Land Utilisation*

- (a) Area and description of utilisation.

- (b) Area of land fallow.

- (c) Areas of improved and unimproved land.

17. *Soil Conservation*

- (a) Number and description of dams and stock watering points.

- (b) Number, description and length of contour and other banks and barriers.

18. *Irrigation*

- (a) Description and area of land irrigated or irrigable.

- (b) Number and description of boreholes, wells, springs, dams, and irrigation equipment.

- (c) Number of persons and livestock dependent upon boreholes, wells and springs and other sources of water supply.

19. *Fertilizers and Soil Dressings*

- (a) Description and quantities of kraal manure, compost and other fertilizers or soil dressings used, and the areas to which they were applied.

- (b) Area of green manuring ploughed in.

20. *Agricultural Machinery, Implements, Equipment and Transport*

- (a) Description, number and capacity or horsepower of transport equipment, tractors, stationary engines, electric motors and generating plants.

- (b) Particulars of purchases and sales.

(c) Beskrywing en getal van uitrusting vir die pomp van water, grondverskuiwing, -bewerking, -beplanting, -behouding, oes, dors en voer, en ander werktuie en uitrusting.

21. Algemeen

Opsommende inligting oor werksaamhede wat bykomend by die boerdery deur die houer of boer verrig word op of in verband met die hoewe of boerderyeenheid, soos jag, vang, visvang, mynwerk, vervaardiging, konstruksie, vervoer, verversings- en ander dienste.

(c) Description and number of water-pumping, earth-moving, tillage, planting, cultivating, harvesting, threshing and foraging equipment, and other implements and equipment.

21. General

Summary information regarding activities conducted incidental to farming by the holder or farmer on, or in connection with, the holding or farming unit, such as hunting, trapping, fishing, mining, manufacturing, construction, transport, catering and other services.

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