

*M. M. K. K. K.*

# OFFICIAL GAZETTE OF SOUTH WEST AFRICA.



# OFFISIËLE KOERANT

UITGAWE OP GESAG.

VAN SUIDWES-AFRIKA.

PUBLISHED BY AUTHORITY.

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### PROCLAMATIONS

BY THE HONOURABLE ALBERTUS JOHANNES ROUX  
VAN RHIJN, ADMINISTRATOR OF SOUTH WEST  
AFRICA.

No. 49 of 1952.]

WHEREAS it is expedient to re-define the boundaries of the Magisterial district of Grootfontein and to define the boundaries of the Magisterial district of Tsumeb in the Territory of South West Africa.

THEREFORE under and by virtue of the powers in me vested by section two of the Magistrate's Courts Proclamation, 1935 (Proclamation No. 31 of 1935), I do hereby proclaim, declare and make known as follows:—

1. Item 4 of the First Schedule to the Redefinition of Magisterial Districts Proclamation, 1950 (Proclamation 15 of 1950), is hereby repealed and the following substituted therefor.

"4. Name of District: GROOTFONTEIN. Name of place appointed for the holding of the court of the district: GROOTFONTEIN.

The local limits for the Magisterial District of GROOTFONTEIN shall be defined as follows:—

From a point where the meridian of longitude 17° 30' East intersects the common border of the Territory of SOUTH WEST AFRICA and PORTUGUESE ANGOLA, proceeding generally eastwards along the aforesaid common border to Beacon No. 22 at a point of latitude 17° 40' South and longitude 23° 18' East, on the said common border; thence southwards continuing along the meridian of longitude 23° 18' East to a point where it is intersected by the common border of the Territory of SOUTH WEST AFRICA and BRITISH BECHUANALAND thence westwards and southwards continuing along the aforesaid common border to a point where it is intersected by the parallel of latitude 20° 13' South; thence westwards continuing along the parallel of latitude 20° 13' South to a point where it is intersected by the northeastern boundary of the EASTERN NATIVE RESERVE, in the district of Gobabis; thence northwestwards continuing along the boundary of but excluding the Eastern Native Reserve, in the district of GÖBABIS to the southeastern corner beacon of the OTJITUUO NATIVE RESERVE No. 235; thence generally southwestwards continuing along the boundaries of and including the OTJITUUO NATIVE RESERVE No. 235, to a point where the southwestern boundary of the said Reserve intersects the OMATAKO OMURAMBA; thence generally southwestwards continuing along the middle of the OMATAKO OMURAMBA to a point where it is intersected by the northern boundary of the WATERBERG OOS NATIVE RESERVE No. 341, in the district of OTJIWARONGO; thence generally westwards continuing along the boundaries of but excluding the WATERBERG OOS NATIVE RESERVE No. 341, in the district of OTJIWARONGO, to the southeastern corner beacon of the farm ERINDI URA No. 345; thence generally northwestwards continuing along the boundaries of and including the lastmentioned farm to the southeastern corner beacon of the farm OTJA-

### PROKLAMASIES

DEUR SY EDELE ALBERTUS JOHANNES ROUX VAN  
RHIJN, ADMINISTRATEUR VAN SUIDWES-  
AFRIKA.

No. 49 van 1952.]

NADEMAAL dit wenslik is om die grense van die Magistraatsdistrikte Grootfontein en die Gebied van Suidwes-Afrika, te heromskrywe, en om die grense van die Magistraatsdistrik Tsumeb, in die Gebied van Suidwes-Afrika, te omskrywe;

SO IS DIT dat ek kragtens en ingevolge die bevoegdheid my verleen by artikel twee van die Magistraatshowe Proklamasie 1935 (Proklamasie 31 van 1935), proklameer, verklaar en bekendmaak:—

1. Item 4 van die Eerste Bylae tot die Heromskrywing van Magistraatsdistrikte Proklamasie 1950 (Proklamasie 15 van 1950) word hierby herroep en met die volgende vervang.

„4. Naam van Distrik: GROOTFONTEIN. Naam van plek aangewys as hofsetel vir die distrik: GROOTFONTEIN.

Die plaaslike grense van die magistraatsdistrik GROOTFONTEIN word soos volg omskryf:—

Vanaf 'n punt waar die ooslengtelyn 17° 30' die gemeenskaplike grens tussen die Gebied SUIDWES-AFRIKA en PORTUGÊES-ANGOLA kruis, algemeen ooswaarts, langs voornelde gemeenskaplike grens tot by Baken 22 by 'n suiderbreedtepunt 17° 40' en ooslengtepunt 23° 18' aan voornelde grens; vandaar suidwaarts al langs die ooslengtelyn 23° 18' tot by 'n punt waar dit die gemeenskaplike grens tussen die Gebied SUIDWES-AFRIKA en die BRITSE PROTEKTORAAT BETSJOEANALAND kruis; vandaar weswaarts en suidwaarts al langs die voornelde gemeenskaplike grens tot by 'n punt waar dit die suiderbreedtelyn 20° 13' kruis; vandaar weswaarts langs die suiderbreedtelyn 20° 13' tot by 'n punt waar dit die noordoostelike grens van die OOSTELIKE NATURELLERESERWE in die distrik GÖBABIS kruis; vandaar noordweswaarts langs die grens van, maar met uitsluiting van die OOSTELIKE NATURELLE-RESERWE in die distrik GÖBABIS tot by die suidoostelike hoekbaken van die NATURELLERESERWE OTJITUUO Nr. 235; vandaar algemeen suidweswaarts langs die grens van, en met insluiting van die NATURELLERESERWE OTJITUUO Nr. 235 tot by 'n punt waar die suidwestelike grens van genoemde reserwe die OMURAMBA OMATAKO kruis; vandaar algemeen suidweswaarts langs die middel van die OMURAMBA OMATAKO tot by 'n punt waar dit die noordeelike grens van die NATURELLERESERWE WATERBERG OOS Nr. 341 in die distrik OTJIWARONGO kruis; vandaar algemeen weswaarts langs die grens van, maar met uitsluiting van die NATURELLERESERWE WATERBERG OOS Nr. 341 in die distrik OTJIWARONGO tot by die suidoostelike hoekbaken van die plaas ERINDI URA Nr. 345; vandaar algemeen noordweswaarts langs die grens van, en met insluiting van laasgenoemde plaas tot by die suidooste-

HEWITA No. 291, in the district of OTJIJARONGO; thence generally westwards continuing along the boundaries of but excluding the lastmentioned farm to its northwestern corner beacon; thence westwards continuing in a straight line to the Southwestern corner beacon of the farm OASE No. 112; thence generally southwestwards and northwestwards continuing along the boundaries of and including the following farms:

- Oase No. 112
- Warleucourt No. 99
- Oros No. 98
- Herman No. 96
- Marrieres No. 94
- Okaputa No. 334

to the southwestern corner beacon of the lastmentioned farm; thence northwards continuing in a straight line to the southeastern corner beacon of the farm OKAPUTA SUD WEST No. 567; thence generally northwards continuing along the boundaries of and including the following farms:—

- Okaputa Sud West No. 567
- Klein Okaputa No. 381
- Wittenberg No. 90
- Okoruso No. 88
- Brandenburg No. 87

to the southern corner beacon of the lastmentioned farm; thence generally northwards continuing along the boundaries of and including the following farms:—

- Brandenburg No. 87
- Naidaus Süd No. 382
- Naidaus No. 78
- Westland No. 330
- Valhal No. 331
- Salerno No. 388
- Stalingrad No. 397
- Uib No. 398
- Nuims No. 415
- Victory No. 416
- Hestria No. 417

to the northwestern corner beacon of the lastmentioned farm; thence generally northeastwards continuing along the boundaries of and including the following farms:—

- Hestria No. 417
- Nooitgedag No. 418
- Olifantslaagte No. 433
- Vrede No. 435
- Lynplaas No. 436
- Mopanic No. 447
- Soavis West No. 448
- Ongeama No. 449
- Hochland No. 450
- Salem No. 452

to the northeastern corner beacon of the lastmentioned farm; thence generally southwards and southeastwards continuing along the boundaries of and including the following farms:—

- Salem No. 452
- Haijas No. 53
- Gelnhausen No. 443
- Esther No. 442
- Aigamas No. 471
- Holstein No. 472
- Hannover No. 549
- Eilenriede No. 548

the northeastern corner beacon of the lastmentioned farm; thence eastwards continuing in a straight line to the northwestern corner beacon of the farm SARGBERG No. 585; thence generally eastwards continuing along the boundaries of and including the following farms:—

- Sargberg No. 585
- Gaub Pad No. 759
- Frieden No. 736
- Ombanjo No. 787
- Maiberg No. 790
- Keilberg No. 743
- Remainder Block No. 648
- Harasib No. 317
- Uitsab No. 654
- Irvington No. 744
- Toggenburg West No. 741

like hoekbaken van die plaas OTJAJIEWITA Nr. 291 in die distrik OTJIJARONGO; vandaar algemeen weswaarts langs die grense van, maar met uitsluiting van laasgenoemde plaas tot by sy noordwestelike hoekbaken; vandaar weswaarts in 'n reguitlyn tot by die suidwestelike hoekbaken van die plaas OASE Nr. 112; vandaar algemeen suidweswaarts en noordweswaarts langs die grense van, en met insluiting van die onderstaande plaas:—

- Oase Nr. 112
- Warleucourt Nr. 99
- Oros Nr. 98
- Herman Nr. 96
- Marrieres No. 94
- Okaputa No. 334

tot by die suidwestelike hoekbaken van laasgenoemde plaas; vandaar noordweswaarts in 'n reguitlyn tot by die suidwestelike hoekbaken van die plaas OKAPUTA SUD WEST No. 567; vandaar algemeen noordweswaarts langs die grense van, en met insluiting van die onderstaande plaas:—

- Okaputa Sud West No. 567
- Klein Okaputa No. 381
- Wittenberg No. 90
- Okorusu, Nr. 88
- Brandenburg No. 87

tot by die suidelike hoekbaken van laasgenoemde plaas; vandaar algemeen noordwaarts langs die grense van, en met insluiting van die onderstaande plaas:—

- Brandenburg No. 87
- Naidaus Süd Nr. 382
- Naidaus No. 78
- Westland No. 330
- Valhal No. 331
- Salerno No. 388
- Stalingrad No. 397
- Uib No. 398
- Nuims No. 415
- Victory No. 416
- Hestria No. 417

tot by die noordwestelike hoekbaken van laasgenoemde plaas; vandaar algemeen noordweswaarts langs die grense van, en met insluiting van die onderstaande plaas:—

- Hestria No. 417
- Nooitgedag No. 418
- Olifantslaagte No. 433
- Vrede No. 435
- Lynplaas No. 436
- Mopanic No. 447
- Soavis West No. 448
- Ongeama No. 449
- Hochland No. 450
- Salem No. 452

tot by die noordwestelike hoekbaken van laasgenoemde plaas; vandaar algemeen suidwaarts en suidooswaarts langs die grense van, en met insluiting van die onderstaande plaas:—

- Salem No. 452
- Haijas No. 53
- Gelnhausen No. 443
- Esther No. 442
- Aigamas No. 471
- Holstein No. 472
- Hannover No. 549
- Eilenriede No. 548

tot by die noordoostelike hoekbaken van laasgenoemde plaas; vandaar ooswaarts in 'n reguitlyn tot by die noordwestelike hoekbaken van die plaas SARGBERG No. 585; vandaar algemeen ooswaarts langs die grense van, en met insluiting van die onderstaande plaas:—

- Sargberg No. 585
- Gaub Pad No. 759
- Frieden No. 736
- Ombanjo No. 787
- Maiberg No. 790
- Keilberg No. 743
- Ooblywende Gedeelte van Blok No. 648
- Harasib No. 317
- Uitsab No. 654
- Irvington No. 744
- Toggenburg Wes No. 741

to the northeastern corner beacon of the lastmentioned farm; thence generally northwards continuing along the boundaries of and including the following farms:—

Toggenburg West No. 741  
Toggenburg No. 591  
Reinhardt(s)brunn No. 531  
Hurisib No. 533  
Johannaville No. 536  
Saragossa No. 537  
Gumauß No. 538  
Smithfield No. 541  
Vanadia No. 540  
Cadix No. 678  
Buffalo No. 676  
Demerara No. 699  
Deal No. 698  
Ebenezer No. 836  
Brakkies No. 835  
Don Tsech No. 828  
Louwsrus No. 829  
Duwib No. 289

to the northwestern corner beacon of the lastmentioned farm; thence northwards continuing along the boundary of but excluding the farm CHOANTSAS No. 292 in the district of TSUMEB, to the northeastern corner beacon of the said farm; thence northwards continuing in a straight line to a point where it intersects the southern boundary of the OKAVANGO NATIVE TERRITORY, as defined in the Schedule to Proclamation No. 32 of 1937, at a point of latitude approximately 18° 32' south and longitude approximately 18° 11' east; thence westwards continuing in a straight line to a point of latitude 18° 30' south and longitude 17° 30' east; thence northwards continuing along the meridian of longitude 17° 30' east, to a point where it is intersected by the common border of the Territory of SOUTH WEST AFRICA and PORTUGUESE ANGOLA, being the point of beginning."

2. The addition of a new item 19 to the First Schedule to the Redefinition of Magisterial Districts Proclamation, 1950 (Proclamation 15 of 1950), by the insertion of the following at the end thereof.

"19. Name of District: TSUMEB. Name of place appointed for the holding of the court of the district: TSUMEB.

The local limits of the Magisterial District of TSUMEB shall be defined as follows:—

From a point of latitude 18° 30' south and longitude 16° 14' east, proceeding eastwards along the parallel of latitude 18° 30' south to a point where it is intersected by the meridian of longitude 17° 30' east; thence eastwards continuing in a straight line to a point of latitude approximately 18° 32' south and longitude approximately 18° 11' east, on the southern boundary of the OKAVANGO NATIVE TERRITORY, as defined in the Schedule to Proclamation No. 32 of 1937; thence southwards continuing in a straight line to the northeastern corner beacon of the farm CHOANTSAS No. 292; thence generally southwards and southwestwards continuing along the boundaries of and including the following farms:—

Choantsas No. 292  
Goab No. 760  
Kliprand No. 827  
The Pennys No. 826  
Berhanie No. 837  
Cork No. 696  
Cuxhaven No. 697  
Brisbane No. 674  
Buenos No. 675  
Boston No. 671  
Brest No. 673  
Bremen No. 672  
Bergen No. 668  
Batavia No. 667  
Castries No. 680  
Chicago No. 682  
Nosib Blok III No. 655

to the southeastern corner beacon of the lastmentioned farm; thence generally westwards continuing along the boundaries of and including the following farms:—

tot by die noordoostelike hoekbaken van laasgenoemde plaas; vandaar algemeen noordooswaarts langs die grense van, en met insluiting van die onderstaande plaas:—

Toggenburg Wes Nr. 741  
Toggenburg Nr. 591  
Reinhardt(s)brunn Nr. 531  
Hurisib Nr. 533  
Johannaville Nr. 536  
Saragossa Nr. 537  
Gumauß Nr. 538  
Smithfield Nr. 541  
Vanadia Nr. 540  
Cadix Nr. 678  
Buffalo Nr. 676  
Demerara Nr. 699  
Deal Nr. 698  
Ebenezer Nr. 836  
Brakkies Nr. 835  
Don Tsech Nr. 828  
Louwsrus Nr. 829  
Duwib Nr. 289

tot by die noordwestelike hoekbaken van laasgenoemde plaas; vandaar noordwaarts langs die grens van, maar met uitsluiting van die plaas CHOANTSAS Nr. 292 in die distrik TSUMEB, tot by die noordoostelike hoekbaken van genoemde plaas; vandaar noordwaarts in 'n reguit lyn tot 'n punt waar dit die suidelike grens van die OKAVANGO NATURELLEGEBIED kruis, soos omskrywe in die Bylae van Proklamasie Nr. 32 van 1937, by 'n punt van die suiderbreedte graad ongeveer 18° 32' en ooslengte graad ongeveer 18° 11'; vandaar weswaarts in 'n reguitlyn tot by 'n punt van suiderbreedte graad 18° 30' en ooslengtegraad 17° 30' en ooslengte graad 17° 30'; vandaar noordwaarts langs die ooslengtelyn 17° 30', tot 'n punt waar dit die gemeenskaplike grens tussen die Gebied SUIDWES-AFRIKA en PORTUGÊES-ANGOLA kruis, synde die aanvangspunt.

2. Die byvoeging van 'n nuwe item 19 tot die Eerste Bylae van die Proklamasie ter Heromskrywing van Magistraatsdistrikte 1950 (Proklamasie 15 van 1950) deur die invoeging van die onderstaande aan die einde daarvan.

„19. Naam van Distrik: TSUMEB. Naam van plek aangewys as hofsetel vir die distrik: TSUMEB.

Die plaaslike grense van die Magistraatsdistrik TSUMEB word soos volg omskryf:—

Vanaf 'n punt van suiderbreedtegraad 18° 30' en ooslengte graad 16° 14', ooswaarts langs die suiderbreedtelyn 18° 30' tot by 'n punt waar dit die ooslengtelyn 17° 30' kruis; vandaar ooswaarts in 'n reguitlyn tot by 'n punt van suiderbreedtegraad ongeveer 18° 32' en ooslengtegraad ongeveer 18° 11' op die suidelike grens van die OKAVANGO NATURELLEGEBIED, soos omskrywe in die Bylae van Proklamasie Nr. 32 van 1937, vandaar suidwaarts in 'n reguit lyn tot by die noordoostelike hoekbaken van die plaas CHOANTSAS Nr. 292; vandaar algemeen suidwaarts en suidweswaarts land die grense van, en met insluiting van die onderstaande plaas:—

Choantsas Nr. 292  
Goab Nr. 760  
Kliprand Nr. 827  
The Pennys Nr. 826  
Berhanie Nr. 837  
Cork Nr. 696  
Cuxhaven Nr. 697  
Brisbane Nr. 674  
Buenos Nr. 675  
Boston Nr. 671  
Brest Nr. 673  
Bremen Nr. 672  
Bergen Nr. 668  
Batavia Nr. 667  
Castries Nr. 680  
Chicago Nr. 682  
Nosib Blok III Nr. 655

tot by die suidoostelike hoekbaken van laasgenoemde plaas; vandaar algemeen weswaarts langs die grense van, en met insluiting van die onderstaande plaas:—

Nosib Blok III No. 655  
 Ghaub No. 47  
 Ghaub West No. 590  
 Mosbach No. 589  
 Emilienhof No. 588  
 Tanto Ueberior No. 785  
 Danevis Nord No. 48  
 Danevis Sud No. 49  
 Khorab Ost No. 328  
 Mignon No. 586

Nosib Blok III Nr. 655  
 Ghaub Nr. 47  
 Ghaub West Nr. 590  
 Mosbach Nr. 589  
 Emilienhof Nr. 588  
 Tanto Ueberior Nr. 785  
 Danevis Nord Nr. 48  
 Danevis Sud Nr. 49  
 Khorab Ost Nr. 328  
 Mignon Nr. 586

to the southwestern corner beacon of the lastmentioned farm; thence westwards continuing in a straight line to the southeastern corner beacon of the farm SOVIS No. 50; thence generally northwards and northwards continuing along the boundaries of and including the following farms:—

Sovis No. 50  
 Lichtenberg No. 473  
 Thüringen No. 470  
 Naomi No. 468  
 Palmenfarm No. 467  
 Geluk No. 466  
 Didau No. 453

tot by die suidwestelike hoekbaken van laasgenoemde plaas; vandaar weswaarts in 'n reguit lyn tot die suidoostelike hoekbaken van die plaas SOVIS Nr. 50; vandaar algemeen noordweswaarts en noordwaarts langs die grense van, en met insluiting van die onderstaande plase:—

Sovis Nr. 50  
 Lichtenberg Nr. 473  
 Thüringen Nr. 470  
 Naomi Nr. 468  
 Palmenfarm Nr. 467  
 Geluk Nr. 466  
 Didau Nr. 453

to the northwestern corner beacon of the lastmentioned farm; thence generally southwestwards continuing along the boundaries of and including the following farms:—

Honis No. 842  
 Alpha No. 841  
 Mara No. 840

tot by die noordwestelike hoekbaken van laasgenoemde plaas; vandaar algemeen suidweswaarts langs die grense van, en met insluiting van die onderstaande plase:—

Honis Nr. 842  
 Alpha Nr. 841  
 Mara Nr. 840

to the southwestern corner beacon of the lastmentioned farm; thence generally southwestwards continuing along the boundaries of but excluding the following farms in the district of GROOTFONTEIN:—

Mopanie No. 447  
 Lynplaas No. 436  
 Vrede No. 435  
 Olifantslaagte No. 433  
 Nootgedag No. 418  
 Hestria No. 417

tot by die suidwestelike hoekbaken van laasgenoemde plaas; vandaar algemeen suidweswaarts langs die grense van, maar met uitsluiting van die onderstaande plase in die distrik GROOTFONTEIN:—

Mopanie Nr. 447  
 Lynplaas Nr. 436  
 Vrede Nr. 435  
 Olifantslaagte Nr. 433  
 Nootgedag Nr. 418  
 Hestria Nr. 417

to the northwestern corner beacon of the lastmentioned farm; thence northwards continuing in a straight line to a point of latitude 19° 5' east; thence northwards continuing along the meridian of longitude 16° 14' east to a point where it is intersected by the parallel of latitude 18° 30' south, being the point of beginning.

tot by die noordwestelike hoekbaken van laasgenoemde plaas; vandaar noordweswaarts in 'n reguitlyn tot by 'n punt van suiderbreedtegrad 19° 5' en ooslengtegrad 16° 14'; vandaar noordwaarts langs die ooslengtegrad 16° 14' tot by 'n punt waar dit die suiderbreedtegrad 18° 30' kruis; synde die aanvangspunt.

3. Proclamation No. 22 of 1948 is hereby withdrawn.

3. Proklamasie Nr. 22 van 1948 word hierby herroep.

**GOD SAVE THE QUEEN.**

**GOD BEHOEDE DIE KONINGIN.**

Given under my hand and seal at WINDHOEK this 26th day of November, 1952.

Gegee onder my hand en seël te WINDHOEK hierdie 26ste dag van November 1952.

A. J. R. VAN RHIJN,  
*Administrator.*

A. J. R. VAN RHIJN,  
*Administrateur.*

No. 50 of 1952.]

No. 50 van 1952.]

Under and by virtue of the powers in me vested by section four of the Roads and Outspans Ordinance, 1937 (Ordinance No. 7 of 1937), I do hereby declare that the road in the District of Rehoboth, described in Schedule I hereto shall be closed and the road described in Schedule II hereto, shall be a district road.

Kragtens die bevoegdheid my verleen by artikel vier van die Ordonnansie op Paaie en Uitspanplekke 1937, (Ordonnansie 7 van 1937) verklaar ek hierby dat die pad, in die distrik Rehoboth in bylae I hiervan beskrywe gesluit is en dat die pad beskrywe in bylae II hiervan 'n distrikspad is.

**GOD SAVE THE QUEEN.**

**GOD BEHOEDE DIE KONINGIN.**

Given under my hand and seal at WINDHOEK this 14th day of November, 1952.

Gegee onder my hand en seël te WINDHOEK hierdie 14de dag van November 1952.

A. J. R. VAN RHIJN,  
*Administrator.*

A. J. R. VAN RHIJN,  
*Administrateur.*

**"SCHEDULE I.**

*Description of Road:*  
 The road described as district Road No. 59 in Proclamation No. 3 of 1948.

*Section of Road closed:*  
 From a point on Main Road No. V on the farm Cumberland No. 115, generally westwards via the farms Cumberland No. 115 and Mbela No. 200 thence generally southwards via the farms Mbela No. 200 and Kentani No. 181 to a point where it joins District Road No. 47 on the last-mentioned farm.

**„BYLAE I.**

*Beskrywing van Pad:*  
 Die Pad beskrywe as Distrikspad No. 59 in Proklamasie No. 3 van 1948.

*Cedeelte van Pad wat gesluit is:*  
 Vanaf 'n punt op Hoofpad No. V op die Plaas Cumberland No. 115, algemeen weswaarts oor die plase Cumberland No. 115 en Mbela No. 200 dan algemeen suidwaarts oor die plase Mbela No. 200 en Kentani No. 181 om aan te sluit met Distrikspad No. 47 op 'n punt op die laasgenoemde plaas.

## SCHEDULE II.

## DISTRICT ROAD No. 77.

From a point on Main Road No. V on the farm Cumberland No. 115 generally westwards via the farm Cumberland No. 115, Mbela No. 200 and Portion 1 of Madube No. 199, to connect with District Road No. 47 at a point on the last mentioned farm."

No. 51 of 1952.]

Under and by virtue of the powers in me vested by section four of the Roads and Outspans Ordinance, 1937 (Ordinance No. 7 of 1937), I do hereby declare that the road in the district of Okahandja described in the Schedule hereto, shall be a district road.

GOD SAVE THE QUEEN.

Given under my hand and seal at WINDHOEK this 14th day of November, 1952.

A. J. R. VAN RHIJN,  
*Administrator.*

## SCHEDULE.

## DISTRICT ROAD No. 133.

From a point on the proposed District Road, in the district of Gobabis, on the northeastern boundary of the farm No. 652, in the district of Gobabis, generally north-westwards via the farms Brabant No. 403, Vergenoeg No. 402, passing the homestead, and Eindelik No. 399, to the homestead on the lastmentioned farm, thence generally southwestwards via the farms Eindelik No. 399, Brakwater No. 397, passing the homestead, and Bosrand No. 395 to connect with district road No. 103 at a point on the lastmentioned farm.

No. 52 of 1952.]

Under and by virtue of the powers in me vested by section four of the Roads and Outspans Ordinance, 1937 (Ordinance No. 7 of 1937), I do hereby declare that the road in the district of Gobabis as described in Schedule I hereto shall be a District Road and the road described in Schedule II hereto shall be closed.

GOD SAVE THE QUEEN.

Given under my hand and seal at Windhoek this 14th day of November, 1952.

A. J. R. VAN RHIJN,  
*Administrator.*

## SCHEDULE I.

## DISTRICT ROAD No. 168:

From a point on District Road No. 54 near the eastern boundary of the farm Tokat No. 343, in a general westerly direction via the farm Tokat No. 343, up to a point near the homestead on the lastmentioned farm; thence in a general northwesterly direction via the farms Tokat No. 343, Otjomanga No. 258 (also known as Einbeck), to connect with District Road No. 72 on a point near the homestead on the lastmentioned farm.

## SCHEDULE II.

Description of Road:	Section of Road closed:
District Road No. 70, as described in Proclamation No. 44 1931, Schedule II.	The whole.

## BYLAE II.

## DISTRIKSPAD 77.

Vanaf 'n punt op Hoofpad No. V op die plaas Cumberland No. 115 algemeen weswaarts oor die plaas Cumberland No. 115, Mbela No. 200 en Gedeelte 1 van Madube No. 199, om aan te sluit met Distrikspad No. 47 op 'n punt op die laasgenoemde plaas."

No. 51 van 1952.]

Kragtens die bevoegdheid my verleen by artikel vier van die Ordonnansie op Paaië en Uitspanplekke 1937, (Ordonnansie 7 van 1937) verklaar ek hierby dat die pad, in die distrik Okahandja in die bylae hiervan beskrywe, 'n distrikspad is.

GOD BEHOEDE DIE KONINGIN.

Gegee onder my hand en seël te WINDHOEK hierdie 14de dag van November 1952.

A. J. R. VAN RHIJN,  
*Administrateur.*

## BYLAE.

## DISTRIKSPAD 133.

Vanaf 'n punt op die voorgestelde Distrikspad in die distrik van Gobabis, op die noordoostelike grens van die plaas No. 652, in die distrik van Gobabis, in 'n algemene noordwestelike rigting oor die plaas Brabant No. 403, Vergenoeg No. 402, verby die opstal, en Eindelik No. 399 tot by die opstal op die laasgenoemde plaas, vandaar in 'n algemene suidwestelike rigting oor die plaas Eindelik No. 399, Brakwater No. 397 verby die opstal, en Bosrand No. 395 tot waar dit aansluit met Distrikspad No. 103 by 'n punt op die laasgenoemde plaas.

No. 52 van 1952.]

Kragtens die bevoegdheid my verleen by artikel vier van die Ordonnansie op Paaië en Uitspanplekke 1937, (Ordonnansie 7 van 1937) verklaar ek hierby dat die pad, in die distrik van Gobabis in Bylae I hiervan beskrywe 'n distrikspad is en die pad beskrywe in Bylae II hiervan gesluit is.

GOD BEHOEDE DIE KONINGIN.

Gegee onder my hand en seël te Windhoek hierdie 14de dag van November 1952.

A. J. R. VAN RHIJN,  
*Administrateur.*

## BYLAE I.

## DISTRIKSPAD 168:

Vanaf 'n punt op Distrikspad No. 54, naby die oostelike grenslyn van die plaas Tokat No. 343, in 'n algemene westelike rigting oor die plaas Tokat No. 343, tot by 'n punt naby die woonhuis van die laasgenoemde plaas; vandaar in 'n algemene noordwestelike rigting oor die plaas Tokat No. 343, Otjomanga No. 258 (ook bekend as Einbeck), om aan te sluit by Distrikspad No. 72 op 'n punt naby die woonhuis op die laasgenoemde plaas.

## BYLAE II.

Beskrywing van Pad:	Gedeelte gesluit:
Distrikspad No. 70 soos omskrywe in Proklamasie No. 44/1931, Bylae II.	Die hele.

## Government Notices.

The following Government Notices are published for general information.

J. NESER,  
Secretary for South West Africa.

Administrator's Office,  
Windhoek.

No. 2407 (Union).] [17th October, 1952.

### THE SOUTH AFRICAN NURSING COUNCIL.

#### AMENDMENT TO THE REGULATIONS FOR THE TRAINING AND EXAMINATION OF MEDICAL AND SURGICAL NURSES.

The Minister of Health, in exercise of the powers conferred upon him by sub-section (2) of section four of the Nursing Act, 1944 (Act No. 45 of 1944), as amended, has approved of the amendment of the regulations for the training and examination of medical and surgical nurses, made by the South African Nursing Council under sub-section (1) of the said section of the said Act and published under Government Notice No. 3144 of the 15th December, 1950, as amended by Government Notice No. 1530 of the 22nd June, 1951, and Government Notice No. 803 of the 10th April, 1952, by—

(a) the substitution for paragraph (b) of regulation 18 of the following:—

“(b) On application for admission to the final examination a fee of £5. In the case of a re-entry the fee shall be £2 for each portion of the examination for which a candidate enters. If and when a candidate qualifies, she shall be admitted to the register of medical and surgical nurses without the payment of any fee.”;

(b) the addition of the following paragraph (c) to regulation 18:—

“(c) The examination fees prescribed in paragraph (b) shall be applicable to all examinations held after the 1st January, 1953.”

No. 2408 (Union).] [17th October, 1952.

### THE SOUTH AFRICAN NURSING COUNCIL.

#### AMENDMENT TO THE REGULATIONS REGARDING THE QUALIFICATIONS AND CONDITIONS FOR ADMISSION TO THE REGISTERS OF NURSES AND MIDWIVES.

The Minister of Health, in the exercise of the powers conferred on him by sub-section (2) of section four of the Nursing Act, 1944 (Act No. 45 of 1944), as amended, has approved of the amendment of the regulations in regard to the qualifications and conditions for admission to the registers of nurses and midwives, made by the South African Nursing Council under sub-section (1) of the said section of the said Act and published under Government Notice No. 1196 of the 13th July, 1945, as amended by Government Notice No. 1585 of the 1st August, 1947, and Government Notice No. 706 of the 28th March, 1952, as follows:—

Regulation 6, paragraph (d).—Substitute the amount “£4” for the amount “£2. 10s.”

## Goewermentskennisgewings.

Die volgende Goewermentskennisgewings word vir algemene inligting gepubliseer.

J. NESER,  
Sekretaris van Suidwes-Afrika.

Kantoor van die Administrateur,  
Windhoek.

No. 2407 (Unie).] [17 Oktober 1952.

### DIE SUID-AFRIKAANSE VERPLEEGSTERSRAAD.

#### WYSIGING VAN DIE REGULASIES VIR DIE OPLEIDING EN EKSAMINEER VAN GENEESKUNDIGE EN CHIRURGIESE VERPLEEGSTERS.

Die Minister van Gesondheid het, kragtens die bevoegdheid hom verleen by subartikel (2) van artikel vier van die Wet op Verpleegsters, 1944 (Wet No. 45 van 1944), soos gewysig, sy goedkeuring te heg aan die wysiging van die regulasies vir die opleiding en eksamineer van geneeskundige en chirurgiese verpleegsters, wat deur die Suid-Afrikaanse Verpleegstersraad, ingevolge subartikel (1) van genoemde artikel van genoemde Wet, opgestel en by Goewermentskennisgewing No. 3144 van 15 Desember 1950, soos gewysig by Goewermentskennisgewings No. 1530 van 22 Junie 1951 en No. 803 van 10 April 1952 afgekondig is, deur—

(a) paragraaf (b) van regulasie 18 deur die onderstaande te vervang:—

„(b) By aansoek om toelating tot die finale eksamen 'n bedrag van £5. In die geval van 'n herkamen is die bedrag £2 vir elke deel van die eksamen waarvoor die kandidaat inskryf. Indien en sodra 'n kandidaat kwalifiseer, word haar naam in die register vir geneeskundige en chirurgiese verpleegsters opgeneem sonder enige betaling.”;

(b) die onderstaande paragraaf (c) in regulasie 18 by te voeg:—

„(c) Die eksamengelde soos voorgeskryf in paragraaf (b) is van toepassing op alle eksamens wat na 1 Januarie 1953 gelou word.”

No. 2408 (Unie).] [17 Oktober 1952.

### DIE SUID-AFRIKAANSE VERPLEEGSTERSRAAD.

#### WYSIGING VAN REGULASIES BETREFFENDE DIE KWALIFIKASIES EN VOORWAARDES VIR OPNEMING IN DIE REGISTERS VAN VERPLEEGSTERS EN VROEDVROUE.

Die Minister van Gesondheid het, kragtens die bevoegdheid hom verleen by subartikel (2) van artikel vier van die Wet op Verpleegsters, 1944 (Wet No. 45 van 1944), soos gewysig, sy goedkeuring geheg aan onderstaande wysiging van die regulasies betreffende die kwalifikasies en voorwaardes vir opnemings in die registers van verpleegsters en vroedvroue, wat, kragtens subartikel (1) van genoemde artikel van genoemde Wet, deur die Suid-Afrikaanse Verpleegstersraad opgestel en by Goewermentskennisgewing No. 1196 van 13 Julie 1945, soos gewysig by gewing No. 1585 van 1 Augustus 1947 Goewermentskennisgewing No. 1585 van 1 Augustus 1947 en Goewermentskennisgewing No. 706 van 28 Maart 1952, afgekondig is:—

Regulasie 6, paragraaf (d).—Vervang die bedrag „£2. 10s.” deur die bedrag „£4”.

No. 2448 (Union).]

[24th October, 1952.

No. 2448 (Unic.)]

[24 Oktober 1952.

PAYMENT FOR DIAMONDS EXPORTED FROM  
THE UNION.

It is hereby notified for general information, that Government Notice No. 968 of 28th April, 1950, as amended by Government Notice No. 2115 of 17th August, 1951, has been amended as follows:—

- (i) By deletion of the words "other than the United Kingdom" in the seventh line of paragraph 1 thereof;
- (ii) by deletion of the words "(other than the United Kingdom)" in the third and fourth lines of paragraph 2 thereof;
- (iii) by addition of "Belgium" after "sterling area countries" in the third line of paragraph 2 thereof;
- (iv) by deletion of "Switzerland" after "Sweden" in the fifth line of paragraph 2 thereof;
- (v) by insertion of "the United Kingdom" before "Netherlands" in the sixth line of paragraph 2 thereof;
- (vi) by addition of the following words after "currency" in the seventh line of sub-paragraph (a) of paragraph 2 thereof:—  
"by more than fifty per cent";
- (vii) by deletion of the words "and is genuinely intended for local trade or manufacture in the country of the consignee" in the ninth, tenth and eleventh lines of sub-paragraph (c) of paragraph 2 thereof;
- (viii) by deletion of the words "and is genuinely intended for local trade or manufacture in the country of the consignee" in the seventh, eighth and ninth lines of sub-paragraph (d) of paragraph 2 thereof;
- (ix) by deletion of the words "to countries other than the United Kingdom" in the second and third lines of paragraph 3 thereof;
- (x) by insertion of "Liberia" after "Honduras" in paragraph (1) (ii) of the footnote thereto.

N.B.—

(1) The effect of amendments (i), (ii), (v) and (ix) above is to subject the export of diamonds (cut and uncut) to the United Kingdom to the same rules as those applied to the export of diamonds to other approved destinations against payment in soft currency.

(2) The effect of amendment (iii) above is to include Belgium in the list of countries to which cut diamonds may be exported against payment in soft currency. (Such exports have for some time been permitted in practice and this amendment is necessary only to bring Government Notice No. 968 of 1950 into conformity with present practice.)

(3) In consequence of amendment (iv) above the export of diamonds to Switzerland against payment in soft currency will no longer be permitted.

(4) The effect of amendment (vi) above is to stipulate that the total value of diamonds exported by every exporter during every calendar quarter against payment in hard currency must amount to at least forty per cent of the total value of diamonds which he exports during the same calendar quarter to all destinations (including the United Kingdom). This provision comes into operation immediately, but exports to the United Kingdom during the current quarter before the date of this notice will not be taken into account.

(5) The effect of amendments (vii) and (viii) above is to amend the declarations which must be signed by the exporter and the consignee to make it clear that *bona fide* transit trade between soft currency countries is not prohibited.

(6) The effect of amendment (x) is that Liberia is now included in the list of countries whose currencies at present comprise "hard currency".

(7) Any enquiries in connection with this notice should be addressed to the commercial banks.

BETALING VIR DIAMANTE UITGEVOER UIT  
DIE UNIE.

Hierby word vir algemene inligting bekendgemaak dat Goewermentskennisgewing No. 968 van 28 April 1950, soos gewysig by Goewermentskennisgewing No. 2115 van 17 Augustus 1951, as volg gewysig is:—

- (i) Deur skrapping van die woorde „uitgesonderd die Verenigde Koninkryk" in die sewende reël van paragraaf 1 daarvan;
- (ii) deur skrapping van die woorde „(uitgesonderd die Verenigde Koninkryk)" in die derde en vierde reëls van paragraaf 2 daarvan;
- (iii) deur byvoeging van „België" na „sterlinggebied" in die derde reël van paragraaf 2 daarvan;
- (iv) deur skrapping van „Switserland" na „Swede" in die vyfde reël van paragraaf 2 daarvan;
- (v) deur byvoeging van „die Verenigde Koninkryk", voor „Nederland" in die sewende reël van paragraaf 2 daarvan;
- (vi) deur byvoeging van die volgende woorde in die plek van die eerste „nie" in die sewende reël van subparagraaf (a) van paragraaf 2 daarvan:—  
„met nie meer as vyftig persent";
- (vii) deur skrapping van die woorde „en *bona fide* bedoel is vir plaaslike handel of vervaardiging in die land van die geadresseerde" in die negende, tiende en elfde reëls van subparagraaf (c) van paragraaf 2 daarvan;
- (viii) deur skrapping van die woorde „en *bona fide* bedoel is vir plaaslike handel of vervaardiging in die land van die geadresseerde" in die sewende, agste en negende reëls van subparagraaf (d) van paragraaf 2 daarvan;
- (ix) deur skrapping van die woorde „na ander lande as die Verenigde Koninkryk" in die tweede en derde reëls van paragraaf 3 daarvan;
- (x) deur invoeging van „Liberië" na „Honduras" in paragraaf (1) (ii) van die voetnota daarvan.

LET WEL.—

(1) Die uitwerking van wysigings (i), (ii), (v) en (ix) hierbo is om die uitvoer van alle diamante (geslyp en ongeslyp) na die Verenigde Koninkryk onderworpe te maak aan dieselfde reëls as dié wat toegepas word op die uitvoer van diamante na ander goedgekeurde bestemmings teen betaling van sagte valuta.

(2) Die gevolg van wysiging (iii) hierbo is om België in te sluit in die lys lande waarheen geslypte diamante teen betaling in sagte valuta uitgevoer mag word. Sodanige uitvoere is in praktyk reeds lankal toegelaat en hierdie wysiging is slegs nodig om Goewermentskennisgewing No. 968 van 1950 in ooreenstemming met die bestaande gebruik te bring.)

(3) Ingevolge wysiging (iv) hierbo, sal die uitvoer van diamante na Switserland teen betaling in sagte valuta nie meer toegelaat word nie.

(4) Die uitwerking van wysiging (vi) hierbo is om te bepaal dat die totale waarde aan diamante wat gedurende elke kalenderkwartaal deur elke uitvoerder teen betaling in harde valuta uitgevoer word, minstens veertig persent moet uitmaak van die totale waarde aan diamante wat hy gedurende dieselfde kwartaal na alle bestemmings (insluitende die Verenigde Koninkryk) uitvoer. Hierdie bepaling tree onmiddellik in werking, maar uitvoere na die Verenigde Koninkryk gedurende die lopende kwartaal vóór die datum van hierdie kennisgewing sal nie in rekening gebring word nie.

(5) Die gevolg van wysigings (vii) en (viii) hierbo is om die verklaarings wat deur die uitvoerder en die geadresseerde onderteken moet word te wysig, ten einde duidelik te maak dat *bona fide* deursoerhandel tussen sagte valutalande nie verbied word nie.

(6) Die uitwerking van wysiging (x) is dat Liberie nou ingesluit word by die lys van lande waarvan die betaalmiddel tans as „harde valuta" beskou word.

(7) Enige navrae in verband met hierdie kennisgewing moet aan die handelsbanke gerig word.



No. 2686 (União.)

[21st November, 1952.]

**BUILDING SOCIETIES RETURNS.**

In terms of section forty-four (3) of the Building Societies Act, 1934, the following Composite Return is published for general information.

**SUMMARY OF MONTHLY RETURNS BY PERMANENT BUILDING SOCIETIES FOR THE MONTH ENDED ON THE 30th DAY OF SEPTEMBER, 1952.**  
(Required in terms of section forty-four of the Building Societies Act, 1934.)

	£	£
Number of Societies . . . . .	33	
Share Capital:		
Indefinite . . . . .	121,215,608	
Fixed Period . . . . .	7,326,618	
Total . . . . .		128,542,226
Unimpaired Reserve Funds . . . . .		11,782,100
Deposits:		
Fixed . . . . .	103,248,470	
Savings . . . . .	49,499,550	
Total . . . . .		152,748,020
Accrued Interest . . . . .		2,410,638
Loans and Overdrafts . . . . .		679,068
Mortgage Advances:		
Number:		
(i) Advances over £5,000 . . . . .	3,308	
(ii) All advances . . . . .	143,622	
Amount:		
(i) Advances over £5,000 . . . . .	40,746,239	
(ii) All advances . . . . .		237,211,142
Granted but not paid out . . . . .		14,395,713
Liquid Assets:		
Cash and Deposits . . . . .	8,598,679	
Uncumbered Securities . . . . .	39,592,851	
Accrued Interest . . . . .	450,781	
Total . . . . .		48,642,311
Statutory Minimum Amount . . . . .	37,381,402	

No. 2686 (Unic.)

[21 November 1952.]

**BOUVERENIGINGSOPGAWES.**

Ingevolge artikel vier-en-veertig (3) van die Bouverenigingswet 1934, word onderstaande Saamgestelde Opgawf vir algemene inligting gepubliseer.

**SAMEVATTING VAN MAANDELIKSE OPGAWES DEUR PERMANENTE BOUVERENIGINGS VIR DIE MAAND GEEINDIG OP DIE 30ste DAG VAN SEPTEMBER 1952.**  
(Ingevolge artikel vier-en-veertig van die Bouverenigingswet, 1934.)

	£	£
Aantal Verenigings . . . . .	33	
Aandelekapitaal:		
Onbepaalde . . . . .	121,215,608	
Vaste termyn . . . . .	7,326,618	
Totaal . . . . .		128,542,226
Onaangetaste Reserwefondse . . . . .		11,782,100
Deposito's:		
Vaste . . . . .	103,248,470	
Span . . . . .	49,499,550	
Totaal . . . . .		152,748,020
Opgelepe Rente . . . . .		2,410,638
Lenings en Oortrekkings . . . . .		679,068
Voorskotte teen Verband:		
Aantal:		
(i) Voorskotte bo £5,000 . . . . .	3,308	
(ii) Alle voorskotte . . . . .	143,622	
Bedrag:		
(i) Voorskotte bo £5,000 . . . . .	40,746,239	
(ii) Alle voorskotte . . . . .		237,211,142
Toegestaan maar nie uitbetaal nie . . . . .		14,395,713
Likwiede Bate:		
Kontant en Deposito's . . . . .	8,598,679	
Onbeswaarde Effekte . . . . .	39,592,851	
Opgelepe Rente . . . . .	450,781	
Totaal . . . . .		48,642,311
Statutêre Minimum Bedrag . . . . .	37,381,402	

No. 353.]

[1st December, 1952.]

The Administrateur has been pleased, in terms of sub-section (2) of section eight of the Village Management Boards Ordinance, 1937 (Ordinance No. 16 of 1937), to appoint Messrs. P. S. Potgieter, F. P. N. Hennop Jnr. and W. M. E. Hesse as members of the Village Management Board of Witvlei.

No. 253.]

[1 December 1952.]

Dit het die Administrateur behaag om. ooreenkomstig die bepalings van sub-artikel (2) van artikel agt van die Ordonnansie op Dorpsbesture 1937 (Ordonnansie 16 van 1937), Mnr. P. S. Potgieter, F. P. N. Hennop Jnr. en W. M. E. Hesse tot lede van die Dorpsbestuur Witvlei te benoem.

No. 354.]

[1st December, 1952.]

It is hereby notified for general information that the office of the Magistrate Tsumeb will be opened as a full Revenue Office for the transaction of all classes of Revenue matters, with effect from 1st December, 1952.

No. 354.]

[1 Desember 1952.]

Hierby word vir algemene inligting bekendgemaak dat die kantoor van die Magistraat Tsumeb, met ingang van 1 Desember 1952, as 'n volledige Inkomstekantoor vir die verrigtinge van alle soorte inkomste, geopen sal word.

No. 355.]

[1st December, 1952.]

**PRICE CONTROL.**

**MAXIMUM PRICES OF STOVES AND HOUSEHOLD CROCKERY, GLASSWARE, CUTLERY, LAMPS, LAMPWARE, HARDWARE AND BRUSHWARE.**

In terms of regulation 3 of War Measure No. 49 of 1946, I, Frederick Viljoen Ashpole, Price Controller, hereby further amend Government Notice No. 18 of 15th January, 1952 (Maximum Prices of Stoves and Household Crockery, Glassware, Cutlery, Lamps, Lampware, Hardware and Brushware) by the addition of the following words after the word "plasticware" in Category 1 (a) under Column 1 of the Schedule thereto:—

"and all mats (excluding matting, carpeting, carpets, and floor rugs, and also rubber mats and tyre mats which fall under Category 2 (b) of this Schedule)."

F. V. ASHPOLE,  
Price Controller.

No. 355.]

[1 Desember 1952.]

**PRYSBEHEER.**

**MAKSIMUM PRYSE VAN STOWE EN HUISHOUDELIKE BREEKGOED, GLASWARE, TAFELGEREEDSKAP, LAMPE, LAMPWARE, YSTERWARE EN BORSELWARE.**

Ek, Frederick Viljoen Ashpole, Pryscontroleur, handende kragtens regulasie 3 van Oorlogsmaatregl No. 49 van 1946, wysig Goewermentskennisgewing No. 18 van 15 Januarie 1952 (Maksimum Pryse van Stowe en Huis-houdelelike Breekgoed, Glasware, Tafelgereedskap, Lampe, Lampware, Ysterware en Borselware) hierby verder deur die volgende woorde na die woorde „plastiese ware" in Kategorie 2 (a) onder kolom 1 van die Bylae daarvan by te voeg:—

„en alle matte (uitsluitende matmateriaal, tapyt-materiaal, tapyte en vloerkleedjies, asook gomlastiekmatte en buitebandmatte, wat onder kategorie 2 (b) van hierby Bylae val)."

F. V. ASHPOLE,  
Pryscontroleur.

NOTE.—The effect of this notice is to include mats in the Schedule to the amended notice. Matting, carpeting, carpets and floor rugs are decontrolled, and rubber mats and tyre mats fall under rubberware in Category 2 (b) of the Schedule to the notice.

OPMERKING.—Die uitwerking van hierdie kennisgewing is dat matte by die Bylae van die gewysigde kennisgewing ingesluit word. Matmateriaal, tapytmateriaal, tapyte en vloerbedmatte is van beheer vrygestel, en gomlatiek- en buitebandmatte val onder kategorie 2 (b) van die Bylae van die kennisgewing.

No. 356.] [1st December, 1952.

PRICE CONTROL.

MAXIMUM PRICES OF GROCERIES—POLISHES.

In terms of regulation 3 of War Measure No. 49 of 1946, I, Frederick Viljoen Ashpole, Price Controller, hereby amend sub-item (9) of Item No. 12—Polishes— of the Third Schedule of Government Notice No. 100 of 29th January, 1951 (Maximum Prices of Groceries), as amended by Government Notice No. 321 of 19th July, 1951, by the addition of the following new packing of Vivid Parthenon Brand floor and stoep polish:—

	s. d.
(c) Cottage size container, per dozen . . . . .	10 0

F. V. ASHPOLE,  
Price Controller.

NOTE.—The effect of this notice is to introduce a maximum price for Vivid Parthenon Cottage size floor and stoep polish.

No. 356.] [1 Desember 1952.

PRYSBEHEER.

MAKSIMUM PRYS VAN KRUIDENIERSWARE—POLITORE.

Ek, Frederick Viljoen Ashpole, Pryscontroleur, handelende kragtens regulasie 3 van Oorlogsmatreeël No. 49 van 1946, wysig sub-item (9) van Item No. 12—Politore— van die Derde Bylae van Goewermentskennisgewing No. 100 van 29 Januarie 1951 (Maksimum Pryse van Kruideniersware), soos gewysig deur Goewermentskennisgewing No. 321 van 19 Julie 1951, deur die volgende nuwe verpakking Vivid Parthenon-merk vloer- en stoeppolitore by te voeg:—

	s. d.
(c) Cottage-houers, per dosyn . . . . .	10 0

F. V. ASHPOLE,  
Pryscontroleur.

OPMERKING.—Die uitwerking van hierdie kennisgewing is dat 'n maksimum prys vir Vivid Parthenon-vloer- en stoeppolitore van Cottage-grootte ingestel word.

No. 357.] [1st December, 1952.

The Administrator has been pleased, under and by virtue of the powers in him vested by sub-section (3) of section one hundred and sixty, read with section one hundred and ninety-nine, of the Municipal Ordinance, 1949 (Ordinance No. 3 of 1949), to approve of the following amendments to the regulations published under Government Notice No. 82 of the 15th June, 1921, as amended by Government Notice No. 118 of the 7th November, 1923.

MUNICIPALITY OF WINDHOEK.

AMENMENT OF PUBLIC SLAUGHTER HOUSE REGULATIONS.

Regulation No. 29 of the Regulations published under Government Notice No. 82 of the 15th June, 1921, is hereby repealed and the following regulation substituted therefor:—

"29. The charges for slaughtering, inspection of meat and for the weighing of carcasses shall be as fixed by the Council from time to time, but shall not at any time exceed the following charges:—

<b>A. SLAUGHTER FEES:</b>	
All classes of Cattle (other than calves)	4/- per head
Calves . . . . .	2/- "
Pigs . . . . .	2/6 "
Small Stock . . . . .	1/3 "
<b>B. INSPECTION OF MEAT:</b>	
All classes of Cattle (other than calves)	8/- per head
Calves . . . . .	3/- "
Pigs . . . . .	7/- "
Small Stock . . . . .	2/- "
<b>C. WEIGHING OF CARCASSES:</b>	
For every ten or portion of ten cattle slaughtered (other than calves)	2/-
For every ten or portion of ten calves slaughtered . . . . .	1/-
For every ten or portion of ten Small Stock slaughtered . . . . .	6d.
Pigs slaughtered . . . . .	6d. per head"

No. 358.] [1st December, 1952.

The Administrator has been pleased in terms of the powers in him vested by section one hundred and forty-eight of the Municipal Ordinance, 1949 (Ordinance No. 3 of 1949), as amended, to put into practice the following Staff and Leave Rules for the Karasburg Municipality, with effect from the 1st July, 1952.

No. 357.] [1 Desember 1952.

Dit het die Administrateur behaag om, kragtens en ingevolge die bevoegdheid hom verleen by sub-artikel (3) van artikel eenhonderd-en-sestig, saamgeles met artikel eenhonderd-nege-en-ogentig, van die Munisipale Ordonnansie 1949 (Ordonnansie 3 van 1949), sy goedkeuring te heg aan die volgende wysigings van die regulasies afgekondig by Goewermentskennisgewing 82 van 15 Junie 1921, soos gewysig by Goewermentskennisgewing 118 van 7 November 1923.

DIE MUNISIPALITEIT WINDHOEK.

WYSIGING VAN DIE PUBLIEKE SLAGHUIS-REGULASIES.

Regulasie 29 van die regulasies afgekondig by Goewermentskennisgewing 82 van 15 Junie 1921, word hierby herroep en vervang met die volgende regulasie:—

"29. Die gelde wat betaalbaar is vir slagfooie, inspeksie van vleis en die weeg van karkasse word van tyd tot tyd deur die Raad bepaal, maar mag in geen geval die volgende tariewe oorskry nie:—

<b>A. SLAG FOOIE:</b>	
Alle klasse grootvee (behalwe kalwers)	4/- stuk
Kalwers . . . . .	2/- "
Varke . . . . .	2/6 "
Kleinvee . . . . .	1/3 "
<b>B. INSPEKSIE VAN VLEIS:</b>	
Alle klasse grootvee (behalwe kalwers)	8/- stuk
Kalwers . . . . .	3/- "
Varke . . . . .	7/- "
Kleinvee . . . . .	2/- "
<b>C. WEEG VAN KARKASSE:</b>	
Vir elke tien of gedeelte van tien grootvee geslag (behalwe kalwers)	2/-
Vir elke tien of gedeelte van tien kalwers geslag . . . . .	1/-
Vir elke tien of gedeelte van tien kleinvee geslag . . . . .	6d.
Varke geslag . . . . .	6d. stuk"

No. 358.] [1 Desember 1952.

Dit het die Administrateur behaag om kragtens die bevoegdheid hom verleen by artikel honderd-ag-en-veertig van die Munisipale Ordonnansie 1949 (Ordonnansie 3 van 1949), soos gewysig, die volgende Personeel- en Verlof-reëls van toepassing te maak op die Munisipaliteit Karasburg, vanaf 1 Julie 1952.

MUNICIPALITY OF KARASBURG.

STAFF RULES.

PRELIMINARY.

1. These rules shall form part of the terms of engagement of employees or temporary servants in the service of the Council and are divided into chapters as follows:—

- CHAPTER I: General Provisions.
- CHAPTER II: Appointments, Salaries and Wages, Increments and Promotions.
- CHAPTER III: Hours of Attendance and Overtime.
- CHAPTER IV: Duties of Heads of Departments.
- CHAPTER V: Discipline.
- CHAPTER VI: Leave and Public Holidays.
- CHAPTER VII: Miscellaneous.

CHAPTER I.

GENERAL PROVISIONS.

*Definitions:*

2. In these rules, unless the context otherwise indicates—

- “COUNCIL” shall mean the Council of the Municipality of Karasburg;
- “DAILY PAID STAFF” shall mean employees whose contract of service with the Council is terminable by notice of 24 hours irrespective of the fact that salary may be paid to them by the day or by any other period;
- “EMPLOYEE” shall mean any person of European descent whose permanent appointment in the service of the Council has been made in terms of Section 148 of the Municipal Ordinance, 1949 (Ordinance No. 3 of 1949), or any amendment thereof;
- “FIXED ESTABLISHMENT” shall mean the posts determined by the Council as necessary for the normal and regular requirements of the Municipal service and approved by the Administrator;
- “HEAD OF DEPARTMENT” shall mean the Town Clerk, or each of the following within the limits of his respective control: the Town Treasurer, the Electrical Engineer, or the Superintendent of the Municipal Native Affairs Department, or any employee who is lawfully acting for and in the place of any such Head of Department;
- “MUNICIPAL ORDINANCE” shall mean the Municipal Ordinance, 1949 (No. 3 of 1949), as amended from time to time;
- “SALARIED STAFF” shall mean employees whose contract of service with the Council is terminable by notice of at least one month irrespective of the fact that salary may be paid to them by the month or by any other period;
- “TEMPORARY SERVANT” shall mean all persons employed by the Council other than in a permanent capacity;
- “TOWN CLERK” shall mean the Town Clerk of the Municipality of Karasburg or his duly authorised deputy.

*Privileges or Allowances:*

3. No privilege or allowance granted under these rules shall be taken as conferring any right on any employee or temporary servant.

*Eligibility for Employment:*

4. (1) No person shall be employed without the approval of the Council; and no person shall, after the coming into force of these rules, be eligible for permanent employment unless he is—

- (a) under forty-five years of age: Provided that where it is required that an applicant possesses special technical qualifications to fill the post in which he is to assume duty, this age limit shall not apply;
- (b) of good character and temperate habits;
- (c) free from any known physical or mental defect or disease; and
- (d) (i) A South African Citizen;
- (ii) A Citizen of another Commonwealth Country;
- (iii) A Citizen of the Republic of Ireland;

DI E MUNISIPALITEIT KARASBURG.

PERSONEELREÛELS.

INLEIDENDE BEPALINGS.

1. Hierdie reëls maak deel uit van die diensvoorwaardes van amptenare of tydelike werknemers in die diens van die Raad, en word soos volg in hoofstukke verdeel:—

- HOOFSTUK I: Algemene Bepalings.
- HOOFSTUK II: Aanstellings, Salarisse en Lonc, Skaalverhogings en Bevorderings.
- HOOFSTUK III: Diensure en Oortyd.
- HOOFSTUK IV: Pligte van Departementshoofde.
- HOOFSTUK V: Dissipline.
- HOOFSTUK VI: Verlof en Openbare Vakansiedae.
- HOOFSTUK VII: Diverse Bepalings.

HOOFSTUK I.

ALGEMENE BEPALINGS.

*Woordbepalings:*

2. In hierdie reëls, tensy die sinsverband anders aandui, beteken—

- „RAAD” die Raad van die Munisipaliteit Karasburg;
- „DAGLONERS” werknemers wie se dienskontrak met die Raad na kennisgewing van 24 uur opgesê kan word, ongeag of hul salaris per dag of enige ander tydperk betaal word;
- „AMPTENAAR” elkeen van blanke afkoms wat ingevolge artikel 148 van die Munisipale Ordonnansie 1949 (Ordonnansie 3 van 1949), of ’n wysiging daarvan, vas aangestel is in die diens van die Raad;
- „VASTE DIENSSTAAT” die betrekings wat die Raad noodsaaklik ag vir die normale en gereelde vereistes van die munisipale diens, en wat die Administrateur goedgekeur het;
- „DEPARTEMENTSHOOF” die Stadsklerk of elk van die onderstaande binne die perke van sy betrokke beheer: die Stadsresourier, die Elektrotegniese Ingenieur, of die Superintendent van die Munisipale Departement van Naturellesake; of enige amptenaar wat wettig namens en in die plek van ’n sodanige departementshoof optree;
- „MUNISIPALE ORDONNANSIE” die Munisipale Ordonnansie 1949 (Ordonnansie 3 van 1949), soos van tyd tot tyd gewysig;
- „GESALARIEERDE PERSONEEL” amptenare wie se dienskontrak met die Raad na kennisgewing van minstens een maand opgesê kan word, ongeag of hul salaris per maand of enige ander tydperk betaal word;
- „TYDELIKE WERKNEMER” elkeen wat die Raad in nie-permanente hoedanigheid in diens het;
- „STADSKLERK” die Stadsklerk van die Munisipaliteit Karasburg of sy behoorlik gemagtigde plaasvervanger.

*Voorregte of Toelaes:*

3. Geen voorreg of toelaes wat ingevolge hierdie reëls toegeken word, mag beskou word as ’n reg wat ’n amptenaar of tydelike werknemer toekon nie.

*Diensbevoegdheid:*

4. (1) Niemand mag sonder die goedkeuring van die Raad in diens geneem word nie; en na die inwerkingtreding van hierdie reëls is niemand bevoegd vir vaste aanstelling nie, tensy hy—

- (a) jonger is as vyf-en-veertig jaar: Met dien verstande dat waar ’n applikant besondere tegniese kwalifikasies moet besit om die betrekking wat hy moet aanvaar, te kan beklee, hierdie ouderdomsbeperking nie geld nie;
- (b) van goeie inbors en matig in sy gewoontes is;
- (c) vry is van enige bekende liggaams- of geestesgebrek of siekte; en
- (d) (i) ’n Suid-Afrikaanse burger is;
- (ii) ’n burger van ’n ander Statebond is;
- (iii) ’n burger van die Republiek van Eire is;

who is bilingual and has resided in the Union of South Africa or South West Africa for at least three years.

(2) No person shall be eligible for employment who is—

- (a) an unrehabilitated insolvent; or
- (b) a person who has at any time been sentenced to imprisonment without the option of a fine.

#### Method of Representations to Council:

5. Any representation by an employee or temporary servant, in connection with any matter affecting his position with the Council, shall be made by him through his Head of Department to the Town Clerk for submission to the Council if necessary, and no employee shall directly or indirectly make representations relating to his employment to individual members of the Council.

## CHAPTER II.

### APPOINTMENTS, SALARIES AND WAGES, INCREMENTS AND PROMOTIONS.

#### Fixing of Employees' Remunerations:

6. The Council shall decide, subject to the approval of the Administrator in terms of Section 148 of the Municipal Ordinance, or any amendments thereto, on which grade and on which notch of such grade any employee appointed in the service of the Council shall be placed at the commencement of his service.

#### Fixing of Temporary Servants' Remuneration:

7. The Council shall decide the remuneration to be paid to temporary servants in the service of the Council.

#### Appointments:

8. (1) All appointments shall be subject to the production, at the applicant's own expense, of a Medical Certificate of Good Health.

(2) Personal canvassing of Councillors for appointments or promotion in the gift of the Council is strictly prohibited: corroborated proof thereof shall disqualify a candidate or an employee for appointment or promotion.

(3) An employee's first appointment in the Council's service shall be on probation, the period of which shall not be less than three months: Provided that such probationary period may be extended from time to time by the Council; and provided further that the whole probationary period shall in no case exceed six months.

(4) Appointments of employees at substantive salaries shall be classified according to the following grades:—

Grade.	Scale.	Incremental Notches.						
		1	2	3	4	5	6	7
1.	600 40 800	600	640	680	720	760	800	
2.	440 40 600	440	480	520	560	600		
3.	360 20 480	360	380	400	420	440	460	480
4.	300 20 360	300	320	340	360			
5.	240 18 300	240	258	276	294	300		
6.	180 15 240	180	195	210	225	240		
7.	144 12 180	144	156	168	180			
8.	108 12 144	108	120	132	144			

(5) Wages of daily paid employees, except shiftmen, shall be paid at a daily rate for normal time as shall be fixed by the Council from time to time, and overtime will be based on a normal 48 hour week, of which 47 hours are to be actually worked.

#### Promotion and Increments:

9. (1) Before any employee or temporary servant is promoted to a higher grade he shall be certified by his Head of Department, to the satisfaction of the Council, to be performing his duties efficiently and diligently and to be competent to perform the duties of an employee or temporary servant in such higher grade.

(2) No employee or temporary servant shall of right be entitled to advancement in his grade by increments after the lapse of any particular period. The payment of every increment shall be supported by the recommendation of his Head of Department and shall be subject to good conduct, zeal, integrity and efficiency in the discharge of allotted duties.

wat tweetalig is en reeds minstens drie jaar lank in die Unie van Suid-Afrika of Suidwes-Afrika gewoon het.

(2) Niemand is diensbevoegd wat—

- (a) 'n ongerehabiliteerde insolvente persoon is nie;
- (b) te eniger tyd tot gevangenisstraf sonder keuse van 'n boete gevonnis is nie.

#### Stelsel waarvolgens Verloë aan die Raad gerig word:

5. Wanneer 'n amptenaar of tydelike werknemer verloë aan die Raad wil rig in verband met 'n saak wat sy betrekking by die Raad aangaan, moet hy die verloë middels sy departementshof aan die Stadsklerk rig ter voorlegging aan die Raad waar nodig, en geen amptenaar mag regstreeks of onregstreeks verloë aangaande sy betrekking aan individuele lede van die Raad rig nie.

## HOOFSTUK II.

### AANSTELLINGS, SALARISSE EN LONE, SKAAL-VERHOEGINGS EN BEVORDERINGS.

#### Die Vasstelling van Amptenare se Besoldiging:

6. Onderhewig aan die goedkeuring van die Administrateur ingevolge artikel 148 van die Munisipale Ordonnansie of 'n wysiging daarvan, besluit die Raad op watter graad en kerf van sodanige graad 'n amptenaar wat in die diens van die Raad aangestel word, by diensaanvaarding geplaas moet word.

#### Die Vasstelling van tydelike Werknemers se Besoldiging:

7. Die Raad besluit watter besoldiging betaal moet word aan tydelike werknemers in sy diens.

#### Aanstellings:

8. (1) Applikante word aangestel slegs na voorlegging van 'n mediese sertifikaat van goeie gesondheid, wat hulle op eie koste moet verkry.

(2) Persoonlike gunsverwing by Raadslede om aanstellings of bevordering waaroor die Raad beskik, word streng verbied. By bevestigende bewys daarvan is 'n kandidaat of amptenaar onbevoeg vir aanstelling of bevordering.

(3) 'n Amptenaar se eerste aanstelling in die Raad se diens is vir 'n proeftydperk van minstens drie maande: Met dien verstande dat die Raad sodanige proeftydperk van tyd tot tyd kan verleng; en met dien verstande voorts dat die hele proeftydperk hoogstens ses maande mag duur.

(4) Die aanstellings van amptenare teen vaste salarisse word volgens die onderstaande grade ingedeel:—

Graad.	Skala.	Verhogingskerwe.						
		1	2	3	4	5	6	7
Vanaf verhoging tot		1	2	3	4	5	6	7
1.	600 40 800	600	640	680	720	760	800	
2.	440 40 600	440	480	520	560	600		
3.	360 20 480	360	380	400	420	440	460	480
4.	300 20 360	300	320	340	360			
5.	240 18 300	240	258	276	294	300		
6.	180 15 240	180	195	210	225	240		
7.	144 12 180	144	156	168	180			
8.	108 12 144	108	120	132	144			

(5) Dagloners buiten skofmanne word besoldig teen 'n dagloneskalaal vir gewone tyd soos van tyd tot tyd bepaal sal word deur die Raad en oortyd word gestel na voltooiing van 'n normale 48-ursee week waarvan 47 uur inderdaad gewerk moet word.

#### Bevordering en Skaalverhoging:

10. (1) Voordat 'n amptenaar of tydelike werknemer tot 'n hoër graad bevorder word, moet sy departementshoof ten genoëe van die Raad getuig dat hy sy pligte bekwaam en ywerig vervul, en dat hy in staat is om die pligte van 'n amptenaar of tydelike werknemer in sodanige hoër graad uit te voer.

(2) Geen amptenaar of tydelike werknemer het na verstryking van 'n bepaalde tydperk reg op bevordering deur skaalverhoging in sy graad nie. Die betaling van elke skaalverhoging geskied slegs op aanbeveling van so 'n amptenaar of werknemer se departementshoof en is onderhewig aan goeie gedrag, ywer, eerlikheid en bekwaamheid by die uitvoering van toegewese pligte.

(3) Increments shall ordinarily be allowed at the end of each successive twelve months of service in a grade. The Council may, however, grant special increments or other allowances to any employee or temporary servant.

*Extra Remuneration and Acting Appointments:*

10. (1) No employee may claim as a right additional remuneration in respect of extra or special work devolving upon him. The Council may, however, authorise the payment of such additional remuneration as may be justified to any employee who, for a period of not less than one month's duration (but not for any shorter period unless the circumstances are exceptional), is required to act in a position which imposes substantial additional responsibilities upon him.

(2) The amount of the additional remuneration shall in no case exceed the sum representing the difference between the normal salary or wage of the employee and the minimum salary or wage applicable to the position in which he is required to act.

(3) Employees in receipt of allowance for specific purposes or duties in addition to their salaries or wages shall not be paid such allowances while on leave: Provided that this reservation shall not apply to any allowance forming part of such employee's pensionable emoluments nor to any house allowance granted by the Council or to the Cost of Living Allowance. The Council, however, may authorise payment of any allowance to an employee for the period he acts for another employee who is in receipt of such allowance.

CHAPTER III.

HOURS OF ATTENDANCE AND OVERTIME.

*Hours of Attendance:*

11. (1) The working hours which shall be observed by the salaried staff shall be as determined by the Council from time to time: Provided that any employee or temporary servant shall, when required by an employee under whose control or supervision he is placed, be in attendance at his office or on duty for a longer period without having any claim to additional remuneration or overtime payment.

(2) The working hours which shall be observed by the Daily Paid Staff shall be as determined by the Council from time to time. The ordinary working hours for each day shall from time to time be fixed by the Council, on the basis of 48 hours per week, to suit the necessities of the work and so arranged that as far as practicable a short day shift may be worked on Saturday.

*Entry to Council's Premises after Working Hours:*

12. No employee or temporary servant shall enter an office or workshop of the Council outside his ordinary working hours without the authority of his Head of Department: Provided that in case of emergency or call to special duty this rule shall not apply.

*Checking or Clocking in and out and Signing on and off:*

13. Every employee or temporary servant must, in accordance with the arrangements in force at his office, workshop or depot, check or clock in or sign on before the time hooter has ceased to sound, or, where a hooter is not used, before the time for starting work, and must commence work without delay; he must not cease work until the hooter is sounded for cessation of work or the time for stopping work has arrived. Any employee or temporary servant neglecting to check or clock in or sign on will be considered as being absent from duty, and any employee or temporary servant found checking or clocking in or out or signing on or off for another employee or temporary servant will be liable to be dealt with under the discipline provisions of these rules. All attendance records shall be inspected at such times and by such persons as the Council may direct.

*Loss of Time:*

14. A daily paid employee or daily paid temporary servant who arrives late at his post for work, shall, if he is not more than 30 minutes late, not commence work until 30 minutes after the time stipulated for commencement or shall, if he is more than 30 minutes late, not commence work at all on that day without the special

(3) Skaalverhogings word gewoonlik aan die einde van elke agtereenvolgende tydperk van twaalf manne diens in 'n bepaalde graad toegestaan. Die Raad kan egter buitengewone verhogings of ander toelae aan 'n amptenaar of tydelike werknemer toestaan.

*Bykomende Besoldiging en waarnemende Aanstellings:*

10. (1) Geen amptenaar mag bykomende besoldiging ten opsigte van ekstra of spesiale werk wat hom te beurt val, regtens eis nie. Die Raad kan egter die betaling van sodanige bykomende besoldiging soos geregtig is, aan 'n amptenaar magtig, as hy minstens een maand lank (en geensins vir 'n korter tydperk nie, tensy onder buitengewone omstandighede) in 'n betrekking moet waarnem, wat aansienlike bykomende verantwoordelikhede op hom lê.

(2) Die bykomende besoldiging mag geensins die bedrag wat die verskil uitmaak tussen die gewone salaris of loon van die amptenaar en die minimumsalaris of -loon wat van toepassing is op die betrekking wat hy moet waarnem, oorskry nie.

(3) Amptenare wat benewens hul salarisse of lone ook toelae vir bepaalde doeleindes of pligte ontvang, word geen sodanige toelae betaal terwyl hulle met verlof is nie: Met dien verstande dat hierdie voorbehoud nie geld vir toelae wat deel uitmaak van so 'n amptenaar se pensioen-draende besoldiging nie, nog vir huistoelae wat die Raad toegeken het of die duurtetoelae nie. Die Raad kan egter die betaling van 'n toelae aan 'n amptenaar magtig vir die tydperk wat hy namens 'n ander amptenaar optree, as laasgenoemde amptenaar in daardie betrekking 'n toelae ontvang.

HOOFSTUK III.

DIENSURE EN OORTYD.

*Diensure:*

11. (1) Die Raad stel van tyd tot tyd die werkkure vas, wat die gesalarieerde personeel moet hou: Met dien verstande dat 'n amptenaar of tydelike werknemer wat deur sy behorende of toesighebbende amptenaar daartoe aangesê word, 'n langer tydperk op sy kantoor of aan diens moet bly sonder dat hy aanspraak kan maak op bykomende besoldiging of betaling vir oortydse diens.

(2) Die Raad stel van tyd tot tyd die werkkure vas, wat die dagloners moet hou. Die gewone daaglikse werkkure stel die Raad van tyd tot tyd op die grondslag van 'n 48-uurse week en met inagneming van die vereistes van die werk self vas, en rig hulle so in dat daar sover doenlik 'n kort dagskof op Saterdag gewerk word.

*Betreding van Raadspersoneel na Werkure:*

12. Geen amptenaar of tydelike werknemer mag sonder sy Departementshoof se magtiging 'n kantoor of werkwinkel van die Raad buite sy gewone werkkure binnegaan nie: Met dien verstande dat hierdie reël by noodtoestand of waar 'n amptenaar of werknemer vir spesiale pligte ontbied word, nie geld nie.

*Beheer oor Tyd van Aankoms en Vertrek:*

13. Elke amptenaar of tydelike werknemer moet ooreenkomstig die reëlings wat by sy kantoor, werkwinkel of depôt van krag is, hom aanmeld of andersins aantekene hoe laat hy inkom, en wel voordat die tydens oëghou blaaie het, of, waar daar geen tydslein gebruik word nie, voor die tyd waarop hy begin werk, en daarop moet hy sonder versuim met sy werk begin; en hy mag nie ophou werk voordat die tydslein geblaas het of die einde van sy werktyd aangebreek het nie. 'n Amptenaar of tydelike werknemer wat nalaat om sy aankoms aan te meld of andersins aan te teken word gelou vir afwesig uit sy werk, en elke amptenaar of tydelike werknemer wat daarby betrap word dat hy namens 'n ander amptenaar of tydelike werknemer aan die teken of hom andersins aanmeld, is onderhewig aan die dissiplinebepalings van hierdie reël. Elke aanwesighedsregister moet van tyd tot tyd nagegaan word deur persone wat die Raad daartoe aanwys.

*Tydverlies:*

14. 'n Vaste of tydelike dagloner wat laat by sy werk aankom, mag, indien hy hoogstens dertig minute laat is, nie met sy werk begin nie. voordat dertig minute verloop het na die vasgestelde tyd waarop hy moes begin werk het, of indien hy meer as dertig minute laat is, sonder die

permission of his supervisor in charge: Provided that such employee or temporary servant shall, in any event, forfeit a proportionate share of his wages commensurate with the loss of time.

#### Overtime:

15. (1) For the purpose of this rule, overtime shall mean any time worked by a daily paid employee or daily paid temporary servant at the request of his foreman or Head of Department in excess of the hours prescribed for a working day under sub-rule (2) of Rule 11.

(2) A daily paid employee or daily paid temporary servant may be required to work for such periods in excess of the ordinary working hours, fixed as aforesaid, as may from time to time be necessary to meet with the exigencies of the service or in consequence of any public requirements, and such time worked will be considered as overtime. No such employee or temporary servant shall work overtime without the express orders of his Foreman, or other duly authorised employee.

(3) The scale of overtime payments for a daily paid employee or daily paid temporary servant shall be:—

#### On Weekdays:

(a) Up to midnight, time and a half calculated at his hourly rate of pay.

(b) Between midnight and starting time, double rate of pay calculated at his hourly rate of pay: Provided that, if the overtime commences within two hours of the starting time, it shall be paid at the rate of time and a half, calculated at his hourly rate of pay.

#### On Sundays or Public Holidays:

All time actually worked on a Sunday between midnight Saturday and midnight Sunday or from midnight of the day preceding a public holiday to midnight of the public holiday, shall be regarded as overtime and shall be paid for at the rate of double time, calculated at his hourly rate of pay.

(4) The provisions of this rule shall not apply to persons performing overtime work under the terms of their appointment.

#### Payment of Allowance for Standby-duty:

(5) For the purpose of this sub-rule, standby-duty shall mean the time before and after the normal daily working hours during which an employee shall be required to be available at all times for the purpose of attending to urgent duties in regard to Electricity, Water, Sewerage and Ambulance services.

Any daily paid employee required to do such standby-duty shall be paid an allowance which shall be determined by resolution.

The allowance shall not affect the payment of any overtime to such employees for overtime actually performed whilst on standby.

### CHAPTER IV.

#### DUTIES OF HEADS OF DEPARTMENTS.

##### Heads of Departments:

16. (1) Heads of Departments shall be responsible for the discipline, efficiency, and economical administration of their respective departments, and an employee in charge of a section of a department shall be responsible for the proper management, discipline and efficiency of his section.

(2) It shall be the duty of all Heads of Departments in dealing with and in the use of all Council property, in directing the methods of working, and in dealing with employees or temporary servants working under them, to direct special attention to the necessity for effecting economy and to cause a proper and convenient arrangement of work and disposition of the staff under their control to be made.

### CHAPTER V.

#### DISCIPLINE.

##### Definition of Misconduct:

17. Any person employed by the Council who—

- (a) disobeys, disregards or makes wilful default in carrying out a lawful order given to him by a person having authority to give same, or by word or conduct displays insubordination; or

toestemming van sy opsigter geensins op daardie dag begin werk nie: Met dien verstande dat sodanige vaste of tydelike dagloner in elke geval 'n eweredige deel van sy loon na verhouding met die tydverlies verbou.

#### Oortyd:

15. (1) By die toepassing van hierdie reël beteken „oortyd“ enige tydperk wat 'n vaste of tydelike dagloner op versoek van sy voorman of departementshoof langer gewerk het as die getal ure wat ingevolge sub-reël (2) van reël 11 vir 'n werkdag vasgestel is.

(2) 'n Vaste of tydelike dagloner kan aangestel word om bo en behalwe sy gewone werke (soos voormeld vasgestel) sulke tydperke soos van tyd tot tyd vir diens- of openbare vereistes nodig blyk, te werk, en sulke werkyd word beskou as oortyd. 'n Sodanige vaste of tydelike dagloner mag geensins sonder die uitdruklike bevel van sy voorman of 'n ander behoorlik gemagtigde amptenaar oortyd werk nie.

(3) Die skaal vir oortydbesoldiging van vaste of tydelike dagloners is:—

#### Op Weekdae:

(a) Tot op middernag, anderhalf-tyd bereken teen sy loontarief per uur.

(b) Tussen middernag en begintyd, dubbeltyd bereken teen sy loontarief per uur: Met dien verstande dat waar die oortyd binne twee uur voor die gewone begintyd begin, dit besoldig word teen anderhalf-tyd bereken teen sy loontarief per uur.

#### Op Sondae of Opebare Vakansiedae:

Alle tye waarin daar inderdaad gewerk word op 'n Sondag tussen Saterdag om middernag en Sondag om middernag, of vanaf middernag van die dag net voor 'n openbare vakansiedag tot op middernag van daardie openbare vakansiedag, word beskou as oortyd en word besoldig as dubbeltyd bereken teen die loontarief per uur.

(4) Die bepaling van hierdie reël is nie van toepassing op persone wat oortydse werk ingevolge hul diensvoorwaardes verrig nie.

#### Toelae vir Beskikbaarheidsdiens:

(5) By die toepassing van hierdie sub-reël beteken „beskikbaarheidsdiens“ die tyd voor en na die gewone daaglikke werke, waarin 'n amptenaar hom deurgaans beskikbaar moet hou vir dringende pligte betreffende elektrisiteits-, water-, riool- en ambulansdiens.

Elke dagloner wat sodanige beskikbaarheidsdiens moet lewer, ontvang 'n toelae wat by raadsbesluit vasgestel word.

Hierdie toelae geskied bo en behalwe die besoldiging van oortydse diens aan sodanige amptenaar wat inderdaad oortyd werk terwyl hy beskikbaarheidsdiens lewer.

### HOOFSTUK IV.

#### PLIGTE VAN DEPARTEMENTSHOOFDE.

##### Departementshoofde:

16. (1) Departementshoofde is verantwoordelik vir die dissipline, bekwaamheid en ekonomiese bestuur van hul onderskeie departemente, en 'n amptenaar wat 'n departementsafdeling beheer, is verantwoordelik vir die behoorlike bestuur, dissipline en bekwaamheid van sy afdeling.

(2) Dit is die plig van elke departementshoof om by die behandeling en gebruik van alle eiendom van die Raad, by die vasstelling van werkwyses en by sy beheer oor die amptenare en werknemers wat onder hom staan, besondere aandag te skenk aan die noodsaaklikheid om busiëning toe te pas, en om te sorg dat die werk en die personeel onder sy toesig behoorlik en gerieflik ingedeel en gerangskik is.

### HOOFSTUK V.

#### DISCIPLINE.

##### Omskrywing van Wangdrag:

17. Elke amptenaar of werknemer van die Raad wat—

- (a) 'n wettige bevel aan hom deur iemand wat daartoe gemagtig is, nie gehoorsaam nie, verontagsaam of opsetlik versuim, of met woord of daad weerspanningheid toon: of

- (b) is negligent or indolent in the discharge of his duties; or
- (c) is or becomes inefficient or incompetent in the discharge of his duties from causes within his own control; or
- (d) undertakes any private or agency work in any matter connected with the exercise or performance of his official duties; or
- (e) speaks at a public meeting, or publicly comments, or allows himself to be interviewed for purposes of publication, or contributes anonymously or otherwise to newspapers or other publication of like nature on subjects concerning the policy, business, or administration of the Council or on subjects concerning public policy, or matters of a political or official nature, or matters relating to the administration of any other Department; or
- (f) takes an active part in political matters; or
- (g) conducts himself in a disgraceful, improper or unbecoming manner, either in the discharge of his duties or in public, or shows gross discourtesy to another employee or to any member of the public in the discharge of his duties; or
- (h) habitually uses to excess any intoxicant or stupefying drug; or
- (i) (i) becomes insolvent or compromises with his creditors, or has a judgement for debt given against him by any court of law, unless he can show to the satisfaction of the Council that such insolvency, compromise, or judgement has been occasioned by unavoidable misfortune; or
- (ii) incurs debts to an extent which, in the opinion of the Council, is likely to cause pecuniary embarrassment or to be prejudicial to the proper performance of his duties; or
- (iii) fails to disclose in writing, when at any time called upon by the Council to do so, the full amount of his debts; or
- (j) discloses official information, acquired in the course of his duties, otherwise than in the discharge thereof; or
- (k) uses for any purpose, other than for the discharge of his official duties, information gained by or conveyed to him through his connection with the Council, notwithstanding that he does not disclose such information; or
- (l) accepts or demands in respect of the performance of his duties any commission, fee, or reward, pecuniary or otherwise (not being the emoluments payable to him in respect of his duties), or fails to report to the Town Clerk the offer of any such commission, fee or reward; or
- (m) misappropriates or improperly uses any property or funds of the Council under circumstances which do not constitute a criminal offence; or
- (n) commits any criminal offence; or
- (o) fails during the hours of attendance to devote himself to the discharge of his duties, or allows his attention to be engaged on private affairs; or
- (p) leaves his office or his orbit of work on private business during the hours of attendance, except with the permission of his Head of Department; or
- (q) absents himself from his office or duty without leave or overstays any period of authorised leave without the necessary approval or valid cause; or
- (r) fails to notify his Head of Department immediately in the event of absence from office or duty without leave for any cause; or
- (s) develops habits of unpunctuality or irregularity in attending at and remaining on duty under the provisions of these rules; or
- (t) attempts to secure intervention from political or outside sources in relation to his position, or emoluments with the Council; or
- (u) except with the consent of the Council, accepts from any member or members of the public any gift or money or any other article presented to him either for services rendered or by reason of his occupying or having occupied a particular office or post with the Council; or
- (b) nalatig of traag is by die uitvoering van sy pligte; of
- (c) weens oorsake binne sy eie beheer onbekwaam of ongeskik is of word om sy pligte na te kom; of
- (d) private of agentskapwerk onderneem wat in verband staan met die uitoefening of nakoming van sy ampspligte; of
- (e) oor onderwerpe betreffende die beleid, werksaamhede of bestuur van die Raad, die openbare beleid, aangeleenthede met politieke of amptelike strekking, of sake betreffende die bestuur van enige ander departement, op 'n openbare vergadering praat, of in die openbaar kommentaar lewer, of 'n onderhoud toestaan ter publikasie, of naamloos of andersins tot koerante of ander publikasies bydra; of
- (f) bedrywig in die politiek optree; of
- (g) hom skandelik, onbehoorlik of onbetaamlik gedra, hetsy by die nakoming van sy pligte of in die openbaar, of by die uitvoering van sy pligte growwe onbeleefdheid teenoor 'n ander werknemer of 'n lid van die publiek aan die dag lê; of
- (h) uit gewoonte oormatig gebruik maak van bedwelmende of versufterende verdowingsmiddels; of
- (i) (i) insolvent raak of 'n vergelyk met sy krediteure tref, of 'n skuldvonnis van 'n geregshof teen hom het, tensy hy ten genoë van die Raad kan bewys dat sodanige insolvenskap, vergelyk of vonnis deur 'n onvermydelike ramp veroorsaak is; of
- (ii) dermate skuld aangaan, wat, na die mening van die Raad, waarskynlik geldelike verleentheid kan veroorsaak of nadelig kan wees vir die behoorlike uitvoering van sy pligte; of
- (iii) nalaat om te eniger tyd wanneer die Raad hom daartoe aansê, die algehele bedrag wat hy skuld, skriftelik aan die Raad bekend te maak; of
- (j) amptelike inligting wat hy in die loop van sy pligte ingewin het, andersins as ter uitvoering van sodanige pligte bekendmaak; of
- (k) om enige doel buiten die uitvoering van sy ampspligte gebruik maak van inligting wat hy weens sy betrekking by die Raad ingewin of verkry het, al maak hy sodanige inligting nie bekend nie; of
- (l) ten opsigte van die uitvoering van sy pligte, enige kommissie, gelde of beloning, geldelik of andersins (buiten die besoldiging wat hy vir sy pligte moet ontvang), aannem of vorder, of nalaat om die aanbod van 'n sodanige kommissie, gelde of beloning by die Stadsklerk aan te meld; of
- (m) eiendom of fondse van die Raad misbruik of onbehoorlik gebruik onder omstandighede wat dit nie 'n strafregtelike oortreding maak nie; of
- (n) 'n strafregtelike oortreding begaan; of
- (o) gedurende diensure nalaat om sy pligte uit te voer, of sy aandag aan private aangeleenthede wy; of
- (p) gedurende diensure sy kantoor of werkplek in verband met private sake verlaat, tensy met die toestemming van sy departementshoof; of
- (q) sonder verlof uit sy kantoor of werk afwesig is, of die typerk van sy gemagtigde verlof sonder die nodige toestemming of geldelike rede oorskry; of
- (r) nalaat om sy departementshoof onmiddellik in kennis te stel wanneer hy om die een of ander rede sonder verlof uit die kantoor of werk afwesig is; of
- (s) die gewoonte het om laat en ongereeld by sy werk aan te kom en sy werkure nie ten volle uit te dien ooreenkomstig die bepalinge van hierdie reëls nie; of
- (t) probeer om in verband met sy betrekking of besoldiging by die Raad, tussenkoms uit politieke of buitestaande bronne te bewerkstellig; of
- (u) sonder die toestemming van die Raad van 'n lid of lede van die publiek 'n geskenk of geld of enigiets anders aannem, wat hom ongebeid word vir gelewerde dienste of om rede hy 'n bepaalde amp of betrekking by die Raad beklee of beklee het; of

- (v) makes an incorrect or false statement, knowing the same to be incorrect or false, whether with a view to obtaining any privilege or advantage in relation to his official position or for any other reason; or
- (w) commits any grave act of immorality not amounting to a criminal offence; or
- (x) fails to answer any questions on matters within his knowledge lawfully put to him by the Town Clerk or by his Head of Department, where it is alleged that there has been a contravention of these rules;

shall be deemed to have been guilty of a contravention of these rules and shall be dealt with as provided in rule 21 or as the Council deems fit, but subject to the provisions of the Municipal Ordinance.

#### *Complaint arising from Instructions given:*

18. If any employee or temporary servant has grounds for complaint arising out of any instructions given to him by a person in authority over him, he may at all times, after having complied with the instructions, report the matter to the Head of his Department who shall forthwith submit the matter to the Town Clerk.

#### *Loans and Promissory Notes:*

19. No person in the employment of the Council shall become party to an accommodation bill or to a cheque or promissory note for accommodation purposes for another person or as surety, whether such action results in pecuniary embarrassment or not: Provided that this provision shall not apply to any such transaction entered into with the permission of the Council, which will be responsible for satisfying itself by enquiry that such transaction is being entered into for good cause unconnected with speculation, gambling, or any improper dealing and is not likely to lead the applicant into pecuniary embarrassment.

#### *Criminal Proceedings:*

20. Any person employed by the Council, acquitted of a criminal charge, shall not thereby be rendered exempt from any steps which may be taken under these rules on account of his conduct in the matter.

#### *Procedure on Charges of Misconduct:*

21. (1) Any person employed by the Council against whom any proceedings are about to be instituted under these rules shall not, without the order or permission of the Town Clerk or Departmental Head, absent himself from his station until such proceedings are completed.

(2) Any person employed by the Council who contravenes any of these rules shall be deemed to be guilty of misconduct and may be dealt with as hereinafter provided.

(3) Any person employed by the Council who is charged with misconduct may be suspended temporarily from duty by the Town Clerk or Head of Department concerned. Should a Head of Department so suspend any employee in terms of this rule, he shall report such suspension within 24 hours to the Town Clerk, who shall immediately serve notice to that effect on the employee concerned. A copy of the charge shall forthwith be transmitted or delivered personally to such person or left at his last known address.

(4) The charge shall contain or shall be accompanied by a direction calling upon the person charged to transmit or deliver, within a reasonable period specified in the direction, but not exceeding seven days, to the Town Clerk, a written admission or denial of the charge and, if he so desires, a written explanation of the misconduct charged.

(5) The matter shall, after the expiry of such period (and whether or not such statement of admission or denial has been transmitted) be considered by the Council.

(6) Should the person dealt with under this rule admit the charge or fail to reply thereto within the time specified, an enquiry shall not be necessary, but, if he denies the charge, an enquiry shall be held within fourteen days of date of suspension and such employee shall be entitled to be heard, to be present and to be represented at the enquiry, and to produce such relevant evidence as he may think fit.

(v) 'n onjuiste of valse verklaring maak met die wete dat dit onjuis of vals is, hetsy ter verkryging van die een of ander voorreg of voordeel in verband met sy amp, of om enige ander rede; of

(w) 'n ernstige onsedelike pleeg wat nie op 'n straf-regtelike oortreding neerkom nie; of

(x) ualaat om 'n vraag of sulke volgens sy kennis te beantwoord, wat die Stadsklerk of sy departements-hoof hom wettig stel in verband met 'n beweerde oortreding van hierdie reëls,

word gehou vir skuldig aan 'n oortreding van hierdie reëls, en daar word teen hom opgetree soos bepaal by reël 21 of soos die Raad goeiovind, maar onderhewig aan die bepalings van die Munisipale Ordonnansie.

#### *Klagtes wat ontstaan uit Opdragte:*

18. Waar 'n aanpenuar of tydelike werknemer gronde het vir 'n klagte wat ontstaan uit opdragte aan hom deur iemand met beheer oor hom, kan hy, nadat hy sodanige aanwysings nagekom het, te eniger tyd die saak by sy departementshof aanmeld, wat dit onmiddellik aan die Stadsklerk moet voorle.

#### *Lenings en Promesses:*

19. Geen aanpenuar of tydelike werknemer van die Raad mag deel hê aan 'n akkommodasiewissel of tot 'n tjek of promesse ter akkommodasie van iemand anders nie, nóg mag hy as borg optree nie, hetsy sulke optrede geldelike verleenheid meebring of nie: Met dien verstande dat hierdie bepaling nie geld nie wanneer so 'n transaksie met die Raad se toestemming aangegaan word, en dan is dit die Raad se verantwoordelikeid om hom deur navraging te oortuig dat sodanige transaksie om 'n goeie rede aangegaan word en geen verband het met spekulasie, dobbelary of onbehoorlike handelings nie, nóg waarskynlik die applikant in geldelike verleenheid kan dompel nie.

#### *Strafregtelike Vervolging:*

20. 'n Werknemer van die Raad wat van 'n straf-regtelike aanklag vrygespreek word, word nie daardeur vrygestel van stappe wat die Raad ingevolge hierdie reëls en weens sy gedrag by die aangeleentheid kan doen nie.

#### *Procedure by Aanklag van Wangedrag:*

21. (1) 'n Werknemer van die Raad teen wie daar ingevolge hierdie reëls opgetree gaan word, mag nie sonder die bevel of toestemming van die Stadsklerk of departementshoof sy pos verlaat totdat sodanige stappe voltooi is nie.

(2) 'n Werknemer van die Raad wat enige van hierdie reëls oortree word gehou vir skuldig aan wangedrag, en daar kan teen hom opgetree word soos hierna bepaal.

(3) 'n Werknemer van die Raad wat weens wangedrag aangekla word, kan deur die Stadsklerk of sy departementshoof tydelik uit sy diens geskors word. Wanneer 'n departementshof 'n werknemer ingevolge hierdie reël skors, moet hy sodanige skorsing binne 24 uur aanmeld by die Stadsklerk wat onverwyld 'n skorsingskennisgewing op die betrokke werknemer moet dien. 'n Afskrif van die aanklag moet onmiddellik aan die aangeklaagde persoonlik afgelewer of bestel word, of by sy jongste bekende adres gelaat word.

(4) In of by die aanklag moet daar 'n aanwysing aan die aangeklaagde gaan om binne 'n redelike tyd (maar hoogstens sewe dae) wat in die aanklag vermeld word, 'n skriftelike erkenning of ontkenning van die aanklag, en as hy dit verkies ook 'n skriftelike verklaring van die wangedrag waarvan hy aangekla word, aan die Stadsklerk te stuur of af te lewer.

(5) Na afloop van gemelde tydperk (hetsy sodanige verklaring van erkenning of ontkenning van die aanklag ingedien is al dan nie) oorweeg die Raad die saak.

(6) Erken die aangeklaagde ingevolge hierdie reël die aanklag binne die voorgeskrewe tydperk, of versuim hy om binne genoemde tydperk op die aanklag te antwoord, is daar geen ondersoek nodig nie, maar ontken hy die aanklag, moet daar binne veertien dae na die skorsingsdatum 'n ondersoek ingestel word, waarby sodanige werknemer die reg het om verhoor te word, om teenwoordig en verteenwoordig te wees, en ook om getuïenis ter sake wat hy nodig ag, te lewer.



(7) If the Council or such persons as the Council may depute to hold the enquiry, find the charge is not proved, the charge shall be dismissed, and thereupon any order of suspension shall be deemed to be discharged as from the date of such order; but if the finding is that the charge is proved, such person shall be dealt with as hereinafter provided.

(8) If a person is charged with a criminal offence of which he has been convicted by a Court of Law, a certified copy of the record shall be sufficient evidence of the commission by him of such offence, unless the conviction has been set aside on appeal by a Superior Court, or unless such appeal is pending before such Court.

(9) The finding of the Council or of the persons deputed by it, in respect of any charge under this rule shall be final.

(10) The Council upon consideration of the action to be taken on a finding that a charge of misconduct against any person has been proved may take one or more of the following steps:—

- (a) Discharge any order or suspension that may have been made;
- (b) Caution or reprimand such person;
- (c) Postpone or curtail the leave of any such person for a fixed period;
- (d) Subject to the provisions of section 148 of the Municipal Ordinance reduce the emoluments of such person, even if this entails a reduction in grade;
- (e) Subject to the provisions of section 148 of the Municipal Ordinance, discharge such person from the service of the Council or call upon him to resign therefrom as from a date to be specified to avoid such discharge: Provided that if such person fails to resign within seven days from being called upon to do so, he shall be deemed to have been discharged as from such specified date.

(11) An order of suspension made under this rule may be withdrawn by the Council at any stage of the proceedings, but such withdrawal shall in no way prejudice the prosecution of the charge.

(12) A person who is suspended from duty shall not be entitled to receive any salary, wages or other emoluments for the period of his suspension: Provided that the Council shall pay the whole of such person's salary, wages or other emoluments in the event of his being found not guilty of the charge laid against him: Provided further that the Council may, in its discretion, order the payment to him of the whole or a portion of such salary, wages or emoluments, in the event of his being found guilty of misconduct.

## CHAPTER VI.

### LEAVE AND PUBLIC HOLIDAYS.

#### Public Holidays:

22. (1) All statutory Public Holidays will be recognised as paid holidays.

(2) All daily paid employees or daily paid temporary servants required to work on such holidays shall be paid at the rate of double time for an ordinary shift on such holidays.

#### Leave Groups:

23. (1) For the purpose of leave the European employees shall be classed under the following groups:—

- A. Employees in receipt of a salary of £360 per annum or more;
- B. Employees in receipt of a salary of £300 per annum or more but less than £360 per annum;
- C. Employees in receipt of a salary of less than £300 per annum;
- D. Employees paid at a specified rate per hour or per day.

(2) For the purpose of classification under this rule free quarters or quarters in respect of which a house-allowance is made by the Council to such employee shall be assessed as the equivalent of one-sixth of his basic salary.

(7) As die Raad of diegene wat die Raad benoem het om die ondersoek in te stel, bevind dat die aanklag nie bewese is nie, word dit van die hand gewys, en daarop word die skorsingsbevel beskou as opgehef vanaf die datum van sodanige bevel; maar is die bevinding dat die aanklag wel bewese is, word daar met die aangeklaagde gehandel soos hierna bepaal word.

(8) As iemand aangekla word weens 'n strafregtelike oortreding waaraan hy deur 'n geregs-hof skuldig bevind is, is 'n gewaarmerkte afskrif van die hofstukke afdoende bewys dat hy die oortreding begaan het, tensy sodanige skuldigbevinding op appél na 'n hoër hof ter syde gestel word, of tensy sodanige appél voor sodanige hoër hof nog aanhangig is.

(9) Die bevinding van die Raad of sy benoemdes ten opsigte van 'n aanklag ingevolge hierdie reël is afdoende.

(10) Nadat 'n aanklag van wangedrag teen iemand bewese gebyk het, kan die Raad by oorweging van sy optrede in die aangeleentheid, een of meer van die onderstaande stappe doen:—

- (a) enige bevel of skorsing wat gedoen is, ophief;
- (b) die betrokke persoon waarsku of berispe;
- (c) so iemand se verlof vir 'n bepaalde tyd uitstel of inkort;
- (d) onderhewig aan die bepalings van artikel 148 van die Municipale Ordonnansie, so iemand se besoldiging verminder, selfs al bring dit verlagings van graad mee;
- (e) onderhewig aan die bepalings van artikel 148 van die Municipale Ordonnansie, so iemand uit die diens van die Raad ontslaan, of hom aansê om vanaf 'n bepaalde datum daaruit te bedank ten einde ontslag te vorm: Met dien verstande dat as hy binne sewe dae nadat hy aangesê is om te bedank, nie bedank het nie, hy beskou word as ontslaan vanaf sodanige vasgestelde datum.

(11) Die Raad kan 'n skorsingsbevel wat ingevolge hierdie reël gedoen is, op enige stadium van die verrigtinge terugtrek, maar so 'n terugtrekking benadeel geen diens die deursooi van die aanklag nie.

(12) Iemand wat uit die diens geskors is, het geen reg op salaris, loon of ander besoldiging gedurende die skorsings-tydperk nie: Met dien verstande dat as hy onskuldig bevind word aan die aanklag teen hom, die Raad sy hele salaris, loon of ander besoldiging moet uitbetaal: Met dien verstande voorts dat as hy skuldigbevind word van wangedrag die Raad na goedgevoel kan gelas dat sy salaris, loon of ander besoldiging geheel of ten dele aan hom uitbetaal word.

## HOOFSTUK VI.

### VERLOF EN OPENBARE VAKANSIEDAE.

#### Openbare Vakansiedae:

22. (1) Elke wetlike openbare vakansiedag word as besoldigde vakansiedag erken.

(2) Elke vaste of tydelike dagloner wat aangesê word om op sulke vakansiedag te werk, word vir 'n gewone skof op so 'n dag teen dubbeltarief besoldig.

#### Verlofgroepe:

23. (1) By die toekening van verlof word blanko amptenare in die onderstaande groepe ingedeel:—

- A. Amptenare wat £360 per jaar of meer aan salaris ontvang;
- B. Amptenare wat minstens £300 maar minder as £360 per jaar aan salaris ontvang;
- C. Amptenare wat minder as £300 per jaar aan salaris ontvang;
- D. Amptenare wat teen 'n bepaalde tarief per uur of per dag besoldig word.

(2) By die indeling van amptenare ingevolge hierdie reël word kostelose woonkwartiere ten opsigte waarvan huistoelae deur die Raad aan 'n amptenaar betaal word, bereken as gelykstaande aan een-sesde van sy grondsalaris.

**Classification of Leave:**

24. Leave shall be classified as follows:—
- A. Annual Leave.
  - B. Sick Leave.
  - C. Special Leave.
  - D. Leave without pay.

**Calculation of Annual and Sick Leave:**

25. (1) Subject to the exigencies of the service, leave shall be granted on the following basis:—

**Annual Leave:**

- Group A — 30 days per annum.  
Group B — 28 days per annum.  
Group C — 21 days per annum.  
Group D — 21 days per annum.

(2) Annual leave for persons under Groups A, B, C and D shall be inclusive of Sundays (excepting when the first or last day of the leave is a Sunday), but exclusive of such statutory holidays as may occur during such leave.

(3) Persons proceeding on leave to a destination beyond the boundaries of South West Africa shall be granted an extra three days in lieu of travelling time.

**Sick Leave:**

(4) Sick leave in respect of Groups A, B and C shall be 30 days per annum on full pay and 30 days per annum on half pay; and Group D, 20 days per annum on full pay and 20 days per annum on half pay, subject to the conditions that sick leave in regard to all the aforementioned groups shall be granted only in proportion to the period of service actually completed.

**Accumulation of Leave:**

26. Annual leave may be accumulated by an employee: Provided that the total period of absence on leave will not exceed 180 days in the aggregate during any period of eighteen months reckoned backwards from the last day of leave applied for. Notwithstanding anything contained in these rules the Council may, in its sole discretion, require an employee or temporary servant to proceed on annual leave.

**Accrual of Annual Leave:**

27. An employee shall not be entitled to take his first period of annual leave until he has completed twelve months of continuous and satisfactory service; thereafter such leave shall accrue to him in proportion to the length of his service and upon the terms specified above in Rule 25 (2): Provided that such annual leave may be taken by such employee only upon the recommendation of his Head of Department and at the discretion of the Council subject however to the provisions of Rule 26.

**Resumption of Duty after Leave:**

28. (1) Any employee or temporary servant who has proceeded on authorised leave may not return to duty until the full period of such leave has expired, unless permission has been obtained from his Head of Department or unless he is required to return to duty by the Council.

(2) An employee or temporary servant who fails to report for duty after any period of authorised leave has expired, will be deemed to have absented himself from duty without leave and shall be dealt with under the provisions of section 17 of these rules.

**Cancellation of Leave on Dismissal:**

29. Notice of dismissal from the service for misconduct shall automatically cancel any leave accrued or being taken at the time such notice is served.

**Leave on Resignation, Retirement, Retrenchment or Death:**

30. (1) An employee who is about to retire from the service on the grounds of attaining the age of superannuation, re-organisation or reduction in staff, physical disability or permanent ill-health, may be granted any class of leave to expire on the date fixed for retirement for a period not exceeding the period standing to his credit in the leave register, or the Council may, in lieu of granting such leave, pay such employee salary or wages in respect of such leave, but in either case not in excess of 180 days.

**Verlofindelng:**

24. Verlof word soos volg ingedeel:—
- A. Jaarverlof,
  - B. Siekteverlof,
  - C. Spesiale Verlof,
  - D. Verlof sonder Betaling,

**Berekening van Jaar- en Siekteverlof:**

25. (1) Onderhewig aan die vereistes van die diens, word verlof op die onderstaande grondslag toegeken:—

**Jaarverlof:**

- Groep A — 30 dae per jaar.  
Groep B — 28 dae per jaar.  
Groep C — 21 dae per jaar.  
Groep D — 21 dae per jaar.

(2) Jaarverlof ten opsigte van werknemers by Groep A, B, C en D sluit Sondae in (buiten wanneer die eerste of laaste dag van die verloftydperk 'n Sondag is) en sluit wetlike vakansiedae wat in sodanige verloftydperk voorkom, uit.

(3) Verlofhouers wat na 'n bestemming buite die grense van Suidwes-Afrika gaan, word drie bykomende dae vir die reis toegeken.

**Siekteverlof:**

(4) Siekteverlof ten opsigte van Groep A, B en C is 30 dae per jaar met volle betaling, en 30 dae per jaar met halwe betaling; en ten opsigte van Groep D, 20 dae per jaar met volle betaling, en 20 dae per jaar met halwe betaling, onderhewig aan die voorwaarde dat siekteverlof ten opsigte van al die voormelde groepe slegs in verhouding met werklik voltooide dienstyd toegeken word.

**Oploping van Verlof:**

26. 'n Amptenaar kan sy jaarverlof laat ooploop: Met dien verstande dat die hele tydperk van afwesigheid met verlof altesame hoogstens 180 dae mag beloop in elke tydperk van agtien maande, teruggedreken vanaf die laaste dag van die verlof waarom aansoek gedoen is. Ondanks strydige bepalings in hierdie reëls kan die Raad na eie goedgeken 'n amptenaar of tydelike werknemer aansê om jaarverlof te neem.

**Verlofverwerping:**

27. 'n Amptenaar het geen reg op sy eerste tydperk aan jaarverlof voordat hy twaalf maande ononderbroke en bevestigende diens gelewer het nie; daarna verwerf hy sodanige verlof na verhouding met die duur van sy diens en ingevolge die bepalings by reël 25 (2) hierbo: Met dien verstande dat so 'n amptenaar jaarverlof kan neem slegs op aanbeveling van sy Departementshoof en na goeddunke van die Raad, onderhewig egter aan die bepalings van reël 26.

**Hervatting van Diens na Verlof:**

28. (1) Geen amptenaar of tydelike werknemer wat afwesig is met gemagtigde verlof, naag voor afloop van die hele verloftydperk na sy werk terugkeer nie, tensy hy toestemming daartoe van sy departementshoof verkry het, of tensy die Raad hom aansê om na sy werk terug te keer.

(2) 'n Amptenaar of tydelike werknemer wat na afloop van 'n gemagtigde verloftydperk nalaat om hom vir diens aan te meld, word geag sonder verlof uit sy diens afwesig te wees, en teen hom word opgetree ingevolge die bepalings van reël 17 van hierdie reëls.

**Kanselering van Verlof by Ontslag:**

29. Kennisgewing van ontslag uit die diens weens wangedrag kansleer outomatics alle verlof wat verwerf is, of wat tydens die diening van sodanige kennisgewing geneem word.

**Verlof by Bedanking, Aftreding, Personeelbesnoeiing of Oorlyde:**

30. (1) 'n Amptenaar wat op die punt staan om weens ouderdom, reorganisasie of personeelbesnoeiing, liggaams-ongeskiktheid of blywende swak gesondheid uit die diens te tree kan enige soort verlof toegestaan word vir 'n tydperk hoogstens so lank soos die verlof wat hom in die verlofregister goedgekryf staan, en wat ten einde loop op die uitredingsdatum, of kan die Raad aan so 'n amptenaar salaris of loon in plaas van, en ten opsigte van, sodanige verlof uitbetal, maar in geen van beide gevalle word verlof of uitbetaling in plaas van verlof vir meer as 180 dae toegestaan nie.

(2) In the case of an employee's death whilst in the Council's service, his dependant shall be paid the amount of salary or wage in lieu of all leave standing to his credit at the date of his death, subject, however, to the provisions of rule 26.

(3) No employee or temporary servant shall be allowed to resign whilst on leave, and should he wish to resign from the service whilst on leave, he will be required to return to his duties to serve the period of notice in terms of the conditions of his appointment.

*Sick Leave:*

31. (1) Save as hereinafter otherwise provided every application for sick leave must be accompanied by a medical certificate signed by a registered medical practitioner, stating the nature of the disease or condition from which the applicant is suffering and certifying that the applicant's physical condition renders it necessary for him to be granted sick leave for the period specified in the certificate. Notwithstanding the provisions of this sub-rule, if the period of sick leave required does not exceed two days, the Town Clerk may, in his discretion, subject to the recommendation of the Departmental Head concerned, grant the requisite period of sick leave without the production of a medical certificate.

(2) An employee who has been granted the maximum period of sick leave obtainable under these rules and who, at its expiration, is still incapacitated by ill-health from the efficient performance of his duties, may, at the discretion of the Council, be granted an extension of sick leave on half pay for a further period not exceeding three months.

(3) Where a grant of sick leave has been rendered necessary as the direct result of an accident sustained or disease contracted by an employee in the course of carrying out his official duties, the Council may extend the period of his sick leave on full pay or half pay beyond the period provided under these rules.

(4) No sick leave shall be granted in respect of neurasthenia, insomnia, debility or other ill-defined disease or condition of ill-health, unless it is established to the satisfaction of the Council that—

- (a) the applicant is not in a fit state of health to perform his duties; and
- (b) the condition could not have been avoided by the taking of reasonable care or precautions on the part of the applicant, or by the utilisation of the facilities available to him in regard to annual leave.

(5) The Council may require an applicant for, or an employee on sick leave to submit himself at any time for examination by a registered medical practitioner approved by the Council and, if justified by the result of such examination, the Council may require such applicant or employee to take, in lieu of sick leave, any period of annual leave to his credit in the leave register.

*Special Leave:*

32. The Council may, in special circumstances, grant to any employee or temporary servant additional or special leave for such period or periods and upon such conditions regarding salary, wages and allowances as it may deem fit, provided that special leave shall not be granted to an employee or temporary servant for the purpose of sick leave.

*Leave without Pay:*

33. Leave without pay may be granted to an employee or temporary servant in special circumstances for such periods as may be recommended by his Head of Department.

*Authorization of Leave:*

- 34. No leave shall be granted unless:—
  - (a) The applicant has submitted his application for such leave on a form to be prescribed by the Council;
  - (b) Such application is recommended by the applicant's Head of Department; and
  - (c) The application is approved by the Council, which may delegate its power of approval to the Mayor.

(2) Wanneer 'n amptenaar sterf terwyl hy in die diens van die Raad is, word die bedrag van sy salaris of loon in plaas van verlof wat op die datum van sy oorlyde hom goedgeskryf staan, aan sy afhanklikes uitbetaal, onderhevig eger aan die bepaling van reël 26.

(3) Geen amptenaar of tydelike werknemer mag bedank terwyl hy met verlof is nie, en as hy besluit om te bedank terwyl hy met verlof is, moet hy na sy werk terugkeer en sy kennisgewings tydperk ingevolge sy diensvoorwaardes uitdien.

*Siekteverlof:*

31. (1) Uitgesonderd soos hierna andersins bepaal, moet elke aansoek om siekteverlof vergesel gaan van 'n mediese sertifikaat wat deur 'n geregistreerde mediese praktisyner onderteken is, wat die aard van die siekte of toestand waaraan die applikant ly, aangee, en wat getuig dat die applikant se liggaamstoestand siekteverlof vir die tydperk in die sertifikaat genoem, noodsaak. Ondanks die bepaling van hierdie sub-reël kan die Stadsklere, waar die aangevraagde siekteverlof hoogstens twee dae is, na die goeëdnke en onderhevig aan die aanbeveling van die betrokke departementshoof, die nodige tydperk aan siekteverlof sonder voorlegging van 'n mediese sertifikaat toestaan.

(2) 'n Amptenaar aan wie die maksimale tydperk siekteverlof verkrygbaar ingevolge hierdie reëls toegestaan is, en wat na afloop daarvan nog weens swak gesondheid ongeskik is om sy pligte bekwaam uit te voer, kan daar na goeëdnke van die Raad 'n verlenging van siekteverlof met halwe betaling vir 'n verdere tydperk van hoogstens drie maande toegestaan word.

(3) Waar siekteverlof noodsaaklik is regstreeks weens 'n ongeluk of siekte wat 'n amptenaar by die uitvoering van sy ampspligte opgedoen het, kan die Raad 'n langer tydperk aan siekteverlof met volle of halwe betaling, as wat hierdie reëls bepaal, toeken.

(4) Siekteverlof word nie toegestaan ten opsigte van senuweeswakheid, slaapproosheid, liggaamswakheid of ander swak omskrewe siekte of toestand van swak gesondheid nie, tensy daar ten genoë van die Raad vasgestel word dat—

- (a) die applikant nie in 'n geskikte gesondheidstoestand verkeer om sy werk te behartig nie; en
- (b) die applikant die toestand nie kon vermy het deur redelike sorg of voorsorg te tref nie, nóg deur die jaarverlof waaroor hy beskik te gebruik nie.

(5) Die Raad kan te eniger tyd vereis dat 'n applikant om siekteverlof, of 'n amptenaar wat siekteverlof neem, hom onderwerp aan ondersoek deur 'n geregistreerde mediese praktisyner wat die Raad goedgekeur het, en as die uitslag van die ondersoek dit regverdig, kan die Raad eis dat sodanige applikant of amptenaar jaarverlof wat hom in die verlofregister goedgeskryf staan in die plek van siekteverlof neem.

*Spesiale Verlof:*

32. Die Raad kan in buitengewone omstandighede bykomende of spesiale verlof aan 'n amptenaar of tydelike werknemer toeken vir 'n tydperk of tydperke en op voorwaardes betreffende salaris, loon of toelaes wat die Raad goeëdvind; met dien verstande dat sodanige verlof nie weens siekte aan 'n amptenaar of tydelike werknemer toegeken kan word nie.

*Derlof sonder Betaling:*

33. Verlof sonder betaling kan in buitengewone omstandighede aan 'n amptenaar of tydelike werknemer vir tydperke soos die departementshoof aanbeveel, toegestaan word.

*Magtiging tot Verlof:*

- 34. Geen verlof word toegestaan nie, tensy—
  - (a) die applikant sy aansoek om verlof ingedien het op die vorm wat die Raad voorskryf;
  - (b) die aansoek deur die applikant se departementshoof aanbeveel word; en
  - (c) die Raad die aansoek goedgekeur het, en die Raad kan hierdie bevoegdheid aan die Burgemeester oordra.

For the purpose of this rule the Mayor may make the necessary recommendation required in paragraph (b) above when the Town Clerk or any Head of Department applies for leave.

*Establishment of Leave Register:*

35. The Town Clerk shall cause to be established a Leave Register in which there shall be recorded the name and relative group of every employee who is eligible for leave under these rules, and all leave accruals as well as all leave granted shall be recorded in such register.

*Leave erroneously granted:*

36. In the event of leave being erroneously but in good faith granted to and taken by any employee or temporary servant in excess of the leave provided for under these rules, such over-grant of leave may, with the approval of the Council, be deducted from any leave which subsequently accrues to such employee.

CHAPTER VII.  
MISCELLANEOUS.

RULES TO APPLY TO ALL APPOINTMENTS.

*Attendance at Courts of Law:*

37. (1) Any employee or temporary servant who receives a subpoena or other order requiring him to attend at any court of law shall immediately intimate the fact to his Head of Department in order that arrangements may, if necessary, be made for the performance of his work whilst in attendance at the Court.

(2) Any employee or temporary servant who is required to attend at a Court in order to give evidence or to produce papers on behalf of the Council or in connection with the work upon which he is employed shall attend the court in the performance of and as part of his duty and shall be paid his ordinary pay.

(3) Any employee or temporary servant who attends a Court as a witness in his private capacity but not in connection with his personal or family affairs shall be paid his ordinary pay.

(4) Any employee or temporary servant who attends a Court must claim the expenses awarded to him by the Court or by the party on whose behalf he is appearing as a witness, and shall pay in to the Council the amount so received by him.

No. 359.]

[1st December, 1952.

The Administrator has been pleased in terms of the powers in him vested by section *one hundred and forty-eight* of the Municipal Ordinance, 1949 (Ordinance No. 3 of 1949), as amended, to repeal the Staff and Leave Rules of the Walvis Bay Municipality as published under General Notice No. 18 of 1947, and to substitute therefor the following new rules with effect from the 1st January, 1952.

MUNICIPALITY OF WALVIS BAY.

STAFF RULES.

PRELIMINARY.

1. These rules shall form part of the terms of engagement of employees or temporary servants in the service of the Council and are divided into chapters as follows:—

- CHAPTER I: General Provisions (Rules 2 to 6).  
CHAPTER II: Appointments, Salaries and Wages, Increments and Promotions (Rules 7 to 11).  
CHAPTER III: Hours of Attendance and Overtime (Rules 12 to 16).  
CHAPTER IV: Duties of Heads of Departments (Rule 17).  
CHAPTER V: Discipline (Rules 18 to 22).  
CHAPTER VI: Leave and Public Holidays (Rules 23 to 39).  
CHAPTER VII: Miscellaneous (Rules 40 to 41).  
CHAPTER VIII: Subsistence and Transport Allowance (Rules 42 to 48).

By die toepassing van hierdie reël kan die Burgemeester die aanbeveling wat by paragraaf (b) vereis word, doen, wanneer die Stadsklerk of 'n departementshoof aansoek doen om verlof.

*Instelling van Verlofregister:*

35. Die Stadsklerk moet 'n verlofregister laat instel, waarin die naam en betrokke groep van elke amptenaar wat ingevolgt hierdie reël verlof mag neem, opgeteken moet word, sowel as alle verwerfde en toegestane verlof.

*Verlof wat per abuis toegestaan word:*

36. Wanneer daar per abuis maar te goeder trou aan 'n amptenaar of tydelike werknemer meer verlof toegestaan en deur hom gebruik word, as wat hom ingevolgt hierdie reëls toekom, kan sodanige oormaat aan verlof met die goedkeuring van die Raad afgetrek word van die verlof wat 'n sodanige amptenaar of tydelike werknemer daarna verwerf.

HOOFSTUK VII.

DIVERSE BEPALINGS.

REELS WAT BY ELKE AANSTELLING GELD.

*Bywoning van Gereghshowe:*

37. (1) Elke amptenaar of tydelike werknemer wat 'n dagvaarding as getuie of enige ander bevel ontvang om 'n gereghshof te woon, moet sy departementshoof onmiddellik daarvan in kennis stel, sodat daar, waar nodig, reëlins getref kan word vir die waarneming van sy pligte terwyl hy die hof bywoon.

(2) Elke amptenaar of tydelike werknemer wat 'n hofsitting moet bywoon om namens die Raad getuieis te lever of stukke voor te lê, of andersins in verband met sy ampspligte, woon die hof in die loop van sy diens en as deel van sy pligte by, en hy ontvang daarvoor sy gewone salaris of loon.

(3) Elke amptenaar of tydelike werknemer wat die hof in private hoedanigheid as getuie bywoon, maar nie in verband met persoonlike familiesake nie, ontvang daarvoor sy gewone salaris of loon.

(4) Elke amptenaar of tydelike werknemer wat die hof bywoon, moet die koste wat die hof of die party vir wie hy as getuie dien, aan hom toeken, opcis, en die bedrag wat hy sodoende ontvang, aan die Raad inbetaal.

No. 359.]

[1 Desember 1952.

Dit het die Administrateur behaag om kragtens die bevoegdheid hom verleë by artikel *honderd-ag-en-veertig* van die Munisipale Ordonnansie 1949 (Ordonnansie 3 van 1949), soos gewysig, die Personeel- en Verlofreëls van die Munisipaliteit Walvisbaai, soos afgekondig by Algemene Kennisgewing 18 van 1947, te herroep en te vervang met die volgende nuwe regulasies met ingang vanaf 1 Januarie 1952.

MUNISIPALITEIT WALVISBAAI.

PERONEELREELS.

INLEIDENDE BEPALINGS.

1. Hierdie reëls maak deel uit van die diensvoorwaardes van amptenare of tydelike werknemers in die diens van die Raad, en word soos volg in hoofstukke verdeel:—

- HOOFSTUK I: Algemene Bepalings (Reël 2 tot 6).  
HOOFSTUK II: Aanstellings, Salarisse en Lone, Skaalverhogings en Bevorderings (Reël 7 tot 11).  
HOOFSTUK III: Diensure en Oortyd (Reël 12 tot 16).  
HOOFSTUK IV: Pligte van Departementshoofde (Reël 17).  
HOOFSTUK V: Dissipline (Reël 18 tot 22).  
HOOFSTUK VI: Verlof en Openbare Vakansiedae (Reël 23 tot 39).  
HOOFSTUK VII: Diverse Bepalings (Reël 40 tot 41).  
HOOFSTUK VIII: Onderhonds- en Vervoertoelae (Reël 42 tot 48).

CHAPTER I.  
GENERAL PROVISIONS.

*Definitions:*

2. In these rules, unless the context otherwise indicates—

“AGE OF RETIREMENT” or “PENSION AGE” shall mean the attainment by a male employee of the age of 60 years, and by a female employee of the age of 55 years;

“COUNCIL” shall mean the Council of the Municipality of Walvis Bay;

“DAILY PAID STAFF” shall mean employees whose contract of service with the Council is terminable by notice of 24 hours irrespective of the fact that salary may be paid to them by the day or by any other period;

“EMPLOYEE” shall mean any person of European descent whose permanent appointment in the service of the Council has been made in terms of Section 148 of the Municipal Ordinance, 1949 (Ordinance No. 3 of 1949), or any amendment thereof;

“FIXED ESTABLISHMENT” shall mean the posts determined by the Council as necessary for the normal and regular requirements of the Municipal service and approved by the Administrator;

“HEAD OF DEPARTMENT” shall mean the Town Clerk, or each of the following within the limits of his respective control: The Town Treasurer, the Town Engineer, the Electrical Engineer, the Chief Health Inspector, the Chief Officer of the Fire Brigade, or the Superintendent of the Municipal Native Affairs Department, or any employee who is lawfully acting for or in the place of any such Head of Department;

“MUNICIPAL ORDINANCE” shall mean the Municipal Ordinance, 1949 (No. 3 of 1949), as amended from time to time;

“SALARIED STAFF” shall mean employees whose contract of service with the Council is terminable by notice of at least one month irrespective of the fact that salary may be paid to them by the month or by any other period;

“TEMPORARY SERVANT” shall mean all persons employed by the Council other than in a permanent capacity;

“TOWN CLERK” shall mean the Town Clerk of the Municipality of Walvis Bay or his duly authorised deputy.

*Privileges or Allowances:*

3. No privilege or allowance granted under these rules shall be taken as conferring any right on any employee or temporary servant.

*Eligibility for Employment:*

4. (1) No person shall be employed without the approval of the Council; and no person shall, after the coming into force of these rules, be eligible for permanent employment unless he is—

- (a) under forty-five years of age: Provided that where it is required that an applicant possesses special technical qualifications to fill the post in which he is to assume duty, this age limit shall not apply;
- (b) of good character and temperate habits;
- (c) free from any known physical or mental defect or disease; and
- (d) bilingual and has resided in the Union of South Africa or South West Africa for at least three years.

(2) Every employee permanently appointed to the service of the Council shall contribute to the Provident and/or Pension Fund from the date on which his permanent appointment becomes effective until he is retired from the service of the Council.

(3) No person shall be eligible for employment who is—

- (a) an unrehabilitated insolvent; or
- (b) a person who has at any time been sentenced to imprisonment without the option of a fine.

HOOFSTUK I.  
ALGEMENE BEPALINGS.

*Woordbepalings:*

2. In hierdie reëls, tensy die sinsverband anders aandui, beteken—

„AFTREE-OUERDOM” of „PENSIENOUERDOM” by ’n manlike amptenaar, bereiking van die ouderdom van 60 jaar, en, by ’n vroulike amptenaar, bereiking van die ouderdom van 55 jaar;

„RAAD” die Raad van die Munisipaliteit Walvisbaai.

„DAGLONERS” werknemers wie se dienskontrak met die Raad na kennisgewing van 24 uur opgesê kan word, ongeag of hul salaris per dag of enige ander tydperk betaal word;

„AMPTENAAR” elkeen van blanke afkoms wat ingevolge artikel 148 van die Munisipale Ordonnansie 1949 (Ordonnansie 3 van 1949), of ’n wysiging daarvan, vas aangestel is in die diens van die Raad;

„VASTE DIENSSTAAT” die betrektings wat die Raad noodsaaklik ag vir die normale en gereelde vereistes van die munisipale diens, en wat die Administrateur goedgekeur het;

„DEPARTEMENTSHOOF” die Stadsklerk of elk van die onderstaande binne die perke van sy betrokke beheer: die Stadstoesourier, die Stadsingenieur, die Elektrotegniese Ingenieur, die Hoofgesondheidsinspekteur, die Hoofbrandweerbeampte, of die Superintendent van die Munisipale Departement van Naturellesake; of enige amptenaar wat wettig namens en in die plek van ’n sodanige departementshoof optree;

„MUNISIPALE ORDONNANSIE” die Munisipale Ordonnansie 1949 (Ordonnansie 3 van 1949), soos van tyd tot tyd gewysig;

„GESALARIEERDE PERSONEEL” amptenare wie se dienskontrak met die Raad na kennisgewing van minstens een maand opgesê kan word, ongeag of hul salaris per maand of enige ander tydperk betaal word;

„TYDELIKE WERKNEMER” elkeen wat die Raad in nie-permanente hoedanigheid in diens het;

„STADSKLERK” die Stadsklerk van die Munisipaliteit Walvisbaai of sy behoorlik gemagtigde plaasvervanger.

*Voorregte of Toelaes:*

3. Geen voorreg of toelaes wat ingevolge hierdie reëls toegeken word, mag beskou word as ’n reg wat ’n amptenaar of tydelike werknemer toekom nie.

*Diensbevoegdheid:*

4. (1) Niemand mag sonder die goedkeuring van die Raad in diens geneem word nie; en na die inwerkingtrede van hierdie reëls is niemand bevoegd vir vaste aanstelling nie, tensy by—

- (a) jonger is as vyf-en-veertig jaar: Met dien verstande dat waar ’n applikant besondere tegniese kwalifikasies moet besit om die betrekking wat hy moet aanvaar, te kan beklee, hierdie ouderdomsbepoerking nie geld nie;
- (b) van goeie inbors en matig in sy gewoontes is;
- (c) vry is van enige bekende liggaams- of geestesgebrek of siekte; en
- (d) tweetalig is en reeds minstens drie jaar lank in die Unie van Suid-Afrika of Suidwes-Afrika gewoon het.

(2) Elke amptenaar wat vas aangestel is in die diens van die Raad, moet vanaf die datum waarop sy vaste aanstelling van krag word, totdat hy uit die diens van die Raad tree, bydra tot die Voorsieningsfonds en/of Pensioenfonds.

(3) Niemand is diensbevoegd wat—

- (a) ’n ougerehabiliteerde insolvente persoon is nie;
- (b) te eniger tyd tot gevangenisstraf sonder keuse van ’n boete gevonnis is nie.

*Employment beyond Age of Retirement:*

5. A male employee reaching the age of sixty years and a female employee reaching the age of 55 years, shall be retired from the Council's service and shall be paid all amounts due to him/her under the Provident and/or Pensions Funds, and Staff and Leave Rules: Provided that with his/her consent, his/her services may be retained in a temporary capacity.

*Method of Representations to Council:*

6. Any representation by an employee or temporary servant, in connection with any matter affecting his position with the Council, shall be made by him through his Head of Department to the Town Clerk for submission to the Council if necessary, and no employee shall directly or indirectly make representations relating to his employment to individual members of the Council.

## CHAPTER II.

## APPOINTMENTS, SALARIES AND WAGES, INCREMENTS AND PROMOTIONS.

*Fizing of Employees' Remunerations:*

7. The Council shall decide, subject to the approval of the Administrator in terms of Section 148 of the Municipal Ordinance, or any amendments thereto, on which grade and on which notch of such grade any employee appointed in the service of the Council shall be placed at the commencement of his service.

*Fizing of Temporary Servants' Remuneration:*

8. The Council shall decide the remuneration to be paid to temporary servants in the service of the Council.

*Appointments:*

9. (1) All appointments shall be subject to the production, at the applicant's own expense, of a Medical Certificate of Good Health.

(2) Personal canvassing of Councillors for appointments or promotion in the gift of the Council is strictly prohibited; proof thereof shall disqualify a candidate or an employee for appointment or promotion.

(3) An employee's first appointment in the Council's service shall be on probation, the period of which shall not be less than three months: Provided that such probationary period may be extended from time to time by the Council; and provided further that the whole probationary period shall in no case exceed six months.

*Promotion and Increments:*

10. (1) Before any employee or temporary servant is promoted to a higher grade he shall be certified by his Head of Department, to the satisfaction of the Council, to be performing his duties efficiently and diligently and to be competent to perform the duties of an employee or temporary servant in such higher grade.

(2) No employee or temporary servant shall of right be entitled to advancement in his grade by increments after the lapse of any particular period. The payment of every increment shall be supported by the recommendation of his Head of Department and shall be subject to good conduct, zeal, integrity and efficiency in the discharge of allotted duties.

(3) Increments shall ordinarily be allowed at the end of each successive twelve months of service in a grade. The Council may, however, grant special increments or other allowances to any employee or temporary servant.

*Extra Remuneration and Acting Appointments:*

11. (1) No employee may claim as a right additional remuneration in respect of extra or special work devolving upon him. The Council may, however, authorise the payment of such additional remuneration as may be justified to an employee who, for a period of not less than one month's duration (but not for any shorter period unless the circumstances are exceptional), is required to act in a position which imposes substantial additional responsibilities upon him.

*Indiensneming na Aftree-ouderdom:*

5. 'n Manlike amptenaar wat die ouderdom van sestig jaar bereik, en 'n vroulike amptenaar wat die ouderdom van vyf-en-veertig jaar bereik, moet uit die diens van die Raad tree, en aan hom/haar word alle bedrae van die Raad toekeem ingevolge die Voorsieningsfonds en/of Pensioenfonds en die Personeel- en Verlofsreëls uitbetaal: Met dien verstande dat die Raad met sy/haar toestemming sy/haar dienste kan behou, in 'n tydelike hoedanigheid. *Stelsel waarvolgens Verlof aan die Raad gerig word:*

6. Wanneer 'n amptenaar of tydelike werknemer verlof aan die Raad wil rig in verband met 'n saak wat sy betrekking by die Raad aangaan, moet hy die verlof middels sy departementshoof aan die Stadsklerk rig ter voorlegging aan die Raad waar nodig, en geen amptenaar mag regstreeks of onregstreeks verlof aangaande sy betrekking aan individuele lede van die Raad rig nie.

## HOOFSTUK II.

## AANSTELLINGS, SALARISSE EN LONE, SKAAL-VERHOEGINGS EN BEVORDERINGS.

*Die Vastelling van Amptenare se Besoldiging:*

7. Onderhewig aan die goedkeuring van die Administrateur ingevolge artikel 148 van die Munisipale Ordinance of 'n wysiging daarvan, besluit die Raad op watter graad en kerf van sodanige graad 'n amptenaar wat in die diens van die Raad aangestel word, by diensaanvaarding geplaas moet word.

*Die Vastelling van tydelike Werknemers se Besoldiging:*

8. Die Raad besluit watter besoldiging betaal moet word aan tydelike werknemers in sy diens.

*Aanstellings:*

9. (1) Applikante word aangestel slegs na voorlegging van 'n mediese sertifikaat van goeie gesondheid, wat hulle op eie koste moet verkry.

(2) Persoonlike gunsverwing by Raadslede om aanstellings of bevordering waarvoor die Raad beskik, word streng verbied. By bevestigende bewys daarvan is 'n kandidaat of amptenaar onbevoeg vir aanstelling of bevordering.

(3) 'n Amptenaar se eerste aanstelling in die Raad se diens is vir 'n proeftydperk van minstens drie maande: Met dien verstande dat die Raad sodanige proeftydperk van tyd tot tyd kan verleng; en met dien verstande voorts dat die hele proeftydperk hoogstens ses maande mag duur.

*Bevordering en Skaalverhoging:*

10. (1) Voordat 'n amptenaar of tydelike werknemer tot 'n hoër graad bevorder word, moet sy departementshoof ten genoë van die Raad getuig dat hy sy pligte bekwaam en ywerig vervul, en dat hy in staat is om die pligte van 'n amptenaar of tydelike werknemer in sodanige hoër graad uit te voer.

(2) Geen amptenaar of tydelike werknemer het na verstryking van 'n bepaalde tydperk reg op bevordering deur skaalverhoging in sy graad nie. Die betaling van elke skaalverhoging geskied slegs op aanbeveling van so 'n amptenaar of werknemer se departementshoof en is onderhewig aan goeie gedrag, ywer, eerlikheid en bekwaamheid by die uitvoering van toegewese pligte.

(3) Skaalverhogings word gewoonlik aan die einde van elke agtereenvolgende tydperk van twaalf maande diens in 'n bepaalde graad toegestaan. Die Raad kan egter buitengewone verhogings of ander toelae aan 'n amptenaar of tydelike werknemer toestaan.

*Bykomende Besoldiging en waarnemende Aanstellings:*

11. (1) Geen amptenaar mag bykomende besoldiging ten opsigte van ekstra of spesiale werk wat hom te beurt val, regens eis nie. Die Raad kan egter die betaling van sodanige bykomende besoldiging soos geregtig is, aan 'n amptenaar magtig, as hy minstens een maand lank (en geensins vir 'n korter tydperk nie, tensy onder buitengewone omstandighede) in 'n betrekking moet waarneem, wat aansienlike bykomende verantwoordelikhede op hom lê.

(2) The amount of the additional remuneration shall in no case exceed the sum representing the difference between the normal salary or wage of the employee and the minimum salary or wage applicable to the position in which he is required to act.

(3) Employees in receipt of allowance for specific purposes or duties in addition to their salaries or wages shall not be paid such allowances while on leave: Provided that this reservation shall not apply to any allowance forming part of such employee's pensionable emoluments nor to any house allowance granted by the Council or to the Cost of Living Allowance. The Council, however, may authorise payment of any allowance to an employee for the period he acts for another employee who is in receipt of such allowance.

For the purpose of this sub-rule the expression "Pensionable emoluments" shall mean: salary and wages; but shall not include—

- (i) any special remuneration which an employee may receive for performing special duties or while acting in an established position temporarily vacant; or
- (ii) any special remuneration which an employee may receive while acting as the occupant of an established position unless the employee be subsequently appointed to fill such vacancy; subject however, to the provisions of Rule 11 (3); or
- (iii) any locomotion or subsistence allowance excluding such basic motor allowance as may be decided upon by the Council from time to time; or
- (iv) overtime payment; or
- (v) any fees, honoraria or bonuses, of any kind; or
- (vi) any other allowance not herein specified.

(2) Die bykomende besoldiging mag geensins die bedrag wat die verskil uitmaak tussen die gewone salaris of loon van die amptenaar en die minimumsalaris of -loon wat van toepassing is op die betrekking wat hy moet waarneem, oorskry nie.

(3) Amptenare wat benewens hul salarisse of lone ook toelae vir bepaalde doeleindes of pligte ontvang, word geen sodanige toelae betaal terwyl hulle met verlof is nie: Met dien verstande dat hierdie voorbehoud nie geld vir toelae wat deel uitmaak van so 'n amptenaar se pensioen-draende besoldiging nie, nóg vir huis-toelae wat die Raad toegeken het of die duurtetoelae nie. Die Raad kan egter die betaling van 'n toelae aan 'n amptenaar magtig vir die tydperk wat hy namens 'n ander amptenaar optree, as laasgenoemde amptenaar in daardie betrekking 'n toelae ontvang.

By die toepassing van hierdie sub-reël beteken die uitdrukking „pensioen-draende besoldiging” salaris en lone; maar sluit die onderstaande nit—

- (i) spesiale besoldiging wat 'n amptenaar moontlik ontvang omdat hy spesiale pligte uitvoer, of terwyl hy in 'n vaste betrekking wat tydelik vakant is, waarneem; of
- (ii) spesiale besoldiging wat 'n amptenaar moontlik ontvang terwyl hy as bekêër van 'n vaste betrekking waarneem, tensy die amptenaar daarna in sodanige vakature aangestel word; onderhewig egter aan die bepaling van reël 11 (3); of
- (iii) vervoer- of onderhoudstoelae met uitsluiting van so danige basiese motortoelae wat die Raad van tyd tot tyd goedkeur; of
- (iv) besoldiging vir oortydse werk; of
- (v) gelde, honoraria of bonusse hoegenaamd; of
- (vi) enige ander toelae wat nie hier genoem word nie.

### CHAPTER III.

#### HOURS OF ATTENDANCE AND OVERTIME.

##### *Hours of Attendance:*

12. (1) The working hours which shall be observed by the salaried staff shall be as determined by the Council from time to time: Provided that any employee or temporary servant shall, when required by an employee under whose control or supervision he is placed, be in attendance at his office or on duty for a longer period without having any claim to additional remuneration or overtime payment.

(2) The working hours which shall be observed by the Daily Paid Staff shall be as determined by the Council from time to time. The ordinary working hours for each day shall from time to time be fixed by the Council, on the basis of 48 hours per week, to suit the necessities of the work and so arranged that as far as practicable a short day shift may be worked on Saturday.

##### *Entry to Council's Premises after Working Hours:*

13. No employee or temporary servant shall enter an office or workshop of the Council outside his ordinary working hours without the authority of his Head of Department: Provided that in case of emergency or call to special duty this rule shall not apply.

##### *Checking or Clocking in and out and Signing on and off:*

14. Every employee or temporary servant must, in accordance with the arrangements in force at his office, workshop or depot, check or clock in or sign on before the time hooter has ceased to sound, or, where a hooter is not used, before the time for starting work, and must commence work without delay; he must not cease work until the hooter is sounded for cessation of work or the time for stopping work has arrived. Any employee or temporary servant neglecting to check or clock in or sign on will be considered as being absent from duty, and any employee or temporary servant found checking or clocking in or out or signing on or off for another employee or temporary servant will be liable to be dealt with under the discipline provisions of these rules. All attendance records shall be inspected at such times and by such persons as the Council may direct.

### HOOFSTUK III.

#### DIENSURE EN OORTYD.

##### *Diensure:*

12. (1) Die Raad stel van tyd tot tyd die werkure vas, wat die gesalarieerde personeel moet hou: Met dien verstande dat 'n amptenaar of tydelike werknemer wat deur sy beherende of toesiggebende amptenaar daartoe aangese word, 'n langer tydperk op sy kantoor of aan diens moet bly sonder dat hy aanspraak kan maak op bykomende besoldiging of betaling vir oortydse diens.

(2) Die Raad stel van tyd tot tyd die werkure vas, wat die dagloners moet hou. Die gewone daaglikse werkure stel die Raad van tyd tot tyd op die grondslag van 'n 48-urige week en met inagneming van die vereistes van die werk self vas, en rig hulle so in dat daar sover doenlik 'n kort dagskof op Saterdag gewerk word.

##### *Betreding van Raadspersone na Werkeure:*

13. Geen amptenaar of tydelike werknemer mag sonder sy Departementshoof se magtiging 'n kantoor of werkwinkel van die Raad buite sy gewone werkure binnegaan nie: Met dien verstande dat hierdie reël by noodtoestand of waar 'n amptenaar of werknemer vir spesiale pligte ontbied word, nie geld nie.

##### *Beheer oor Tyd van Aankoms en Vertrek:*

14. Elke amptenaar of tydelike werknemer moet ooreenkomstig die reëlings wat by sy kantoor, werkwinkel of depôt van krag is, hom aanmeld of andersins aanteken hoe laat hy inkom, en wel voordat die tydsein opgehoi blaas het, of, waar daar geen tydsein gebruik word nie, voor die tyd waarop hy begin werk, en daarop moet hy sonder versuim met sy werk begin; en hy mag nie ophou werk voordat die tydsein geblaas het of die einde van sy werkdag aangebreek het nie. 'n Amptenaar of tydelike werknemer wat nalaat om sy aankoms aan te meld of andersins aan te teken word gehou vir afwesig uit sy werk, en elke amptenaar of tydelike werknemer wat daarby betrap word dat hy namens 'n ander amptenaar of tydelike werknemer aanteken of hom andersins aanmeld, is onderhewig aan die dissiplinebepalings van hierdie reël. Elke aanwesighedsregister moet van tyd tot tyd nagegaan word deur persone wat die Raad daartoe aanwys.

**Loss of Time:**

15. A daily paid employee or daily paid temporary servant who arrives late at his post for work, shall, if he is not more than 30 minutes late, not commence work until 30 minutes after the time stipulated for commencement or shall, if he is more than 30 minutes late, not commence work at all on that day without the special permission of his supervisor in charge: Provided that such employee or temporary servant shall, in any event, forfeit a proportionate share of his wages commensurate with the loss of time.

**Overtime:**

16. (1) For the purpose of this rule, overtime shall mean any time worked by a daily paid employee or daily paid temporary servant at the request of his foreman or Head of Department in excess of the hours prescribed for a working day under sub-rule (2) of Rule 12.

(2) A daily paid employee or daily paid temporary servant may be required to work for such periods in excess of the ordinary working hours, fixed as aforesaid, as may from time to time be necessary to meet with the exigencies of the service or in consequence of any public requirements, and such time worked will be considered as overtime. No such employee or temporary servant shall work overtime without the express orders of his Foreman, or other duly authorised employee.

(3) The scale of overtime payments for a daily paid employee or daily paid temporary servant shall be:—

**On Weekdays:**

(a) Up to midnight, time and a half calculated at his hourly rate of pay.

(b) Between midnight and starting time, double rate of pay calculated at his hourly rate of pay: Provided that, if the overtime commences within two hours of the starting time, it shall be paid at the rate of time and a half, calculated at his hourly rate of pay.

**On Sundays or Public Holidays:**

All time actually worked on a Sunday between midnight Saturday and midnight Sunday or from midnight of the day preceding a public holiday to midnight of the public holiday, shall be regarded as overtime and shall be paid for at the rate of double time, calculated at his hourly rate of pay.

(4) The provisions of this rule shall not apply to persons performing overtime work under the terms of their appointment.

**Payment of Allowance for Standby-duty:**

(5) For the purpose of this sub-rule, standby-duty shall mean the time before and after the normal daily working hours during which an employee shall be required to be available at all times for the purpose of attending to urgent duties in regard to Electricity, Water, Sewerage and Ambulance services.

Any daily paid employee required to do such standby-duty shall be paid an allowance which shall be determined by resolution.

The allowance shall not affect the payment of any overtime to such employees for overtime actually performed whilst on standby.

**CHAPTER IV.****DUTIES OF HEADS OF DEPARTMENTS.****Heads of Departments:**

17. (1) Heads of Departments shall be responsible for the discipline, efficiency, and economical administration of their respective departments, and an employee in charge of a section of a department shall be responsible for the proper management, discipline and efficiency of his section.

(2) It shall be the duty of all Heads of Departments in dealing with and in the use of all Council property, in directing the methods of working, and in dealing with employees or temporary servants working under them, to direct special attention to the necessity for effecting economy and to cause a proper and convenient arrangement of work and disposition of the staff under their control to be made.

**Tydvleries:**

15. 'n Vaste of tydelike dagloner wat laat by sy werk aankom, naag, indien hy hoogstens dertig minute laat is, nie met sy werk begin nie, voordat dertig minute verloop het na die vasgestelde tyd waarop hy moes begin werk het, of indien hy meer as dertig minute laat is, sonder die toestemming van sy opsigter geensins op daardie dag begin werk nie: Met dien verstande dat sodanige vaste of tydelike dagloner in elke geval 'n eweredige deel van sy loon na verhouding met die tydvleries verbeur.

**Oortyd:**

16. (1) By die toepassing van hierdie reël beteken „oortyd“ enige tydperk wat 'n vaste of tydelike dagloner op versoek van sy voorman of departementshoof langer gewerk het as die getal ure wat ingevolge sub-reël (2) van reël 12 vir 'n werkdag vasgestel is.

(2) 'n Vaste of tydelike dagloner kan aangesê word om bo en behalwe sy gewone werkure (soos voormid vasgestel) sulke tydperke soos van tyd tot tyd vir diens- of openbare vereistes nodig blyk, te werk, en sulke werkyd word beskou as oortyd. 'n Sodanige vaste of tydelike dagloner mag geensins sonder die uitdruklike bevel van sy voorman of 'n ander behoorlik gemagtigde amptenaar oortyd werk nie.

(3) Die skaal vir oortydbesoldiging van vaste of tydelike dagloners is:—

**Op Weekdae:**

(a) Tot op middernag, anderhalf-tyd bereken teen sy loontarif per uur.

(b) Tussen middernag en begintyd, dubbeltyd bereken teen sy loontarif per uur: Met dien verstande dat waar die oortyd binne twee uur voor die gewone begintyd begin, dit besoldig word teen anderhalf-tyd bereken teen sy loontarif per uur.

**Op Sondag of Openbare Vakansiedae:**

Alle tye waarin daar inderdaad gewerk word op 'n Sondag tussen Saterdag om middernag en Sondag om middernag, of vanaf middernag van die dag net voor 'n openbare vakansiedag tot op middernag van daardie openbare vakansiedag, word beskou as oortyd en word besoldig as dubbeltyd bereken teen die loontarif per uur.

(4) Die bepaling van hierdie reël is nie van toepassing op persone wat oortydse werk ingevolge hul diensvoorwaardes verrig nie.

**Toelae vir Beskikbaarheidsdiens:**

(5) By die toepassing van hierdie sub-reël beteken „beskikbaarheidsdiens“ die tyd voor en na die gewone daaglikke werkure, waarin 'n amptenaar hom deurgaans beskikbaar moet hou vir dringende pligte betreffende elektrisiteits-, water-, riool- en ambulansdiens.

Elke dagloner wat sodanige beskikbaarheidsdiens moet lewer, ontvang 'n toelae wat by raadsbesluit vasgestel word.

Hierdie toelae geskied bo en behalwe die besoldiging van oortydse diens aan sodanige amptenaar wat inderdaad oortyd werk terwyl hy beskikbaarheidsdiens lewer.

**HOOFSTUK IV.****PLIGTE VAN DEPARTEMENTSHOOFDE.****Departementshoofde:**

17. (1) Departementshoofde is verantwoordelik vir die dissipline, bekwaamheid en ekonomiese bestuur van hul onderskeie departemente, en 'n amptenaar wat 'n departementsafdeling beheer, is verantwoordelik vir die behoorlike bestuur, dissipline en bekwaamheid van sy afdeling.

(2) Dit is die plig van elke departementshoof om by die behandeling en gebruik van alle eiendom van die Raad, by die vaststelling van werkwyses en by sy beheer oor die amptenare en werknemers wat onder hom staan, besondere aandag te skeik aan die noodsaaklikheid om businising toe te pas, en om te sorg dat die werk en die personeel onder sy toesig behoorlik en gerieflik ingedeel en gerangskik is.



CHAPTER V.  
DISCIPLINE.

*Definition of Misconduct:*

18. Any person employed by the Council who—

- (a) disobeys, disregards or makes wilful default in carrying out a lawful order given to him by a person having authority to give same, or by word or conduct displays insubordination; or
- (b) is negligent or indolent in the discharge of his duties; or
- (c) is or becomes inefficient or incompetent in the discharge of his duties from causes within his own control; or
- (d) undertakes any private or agency work in any matter connected with the exercise or performance of his official duties; or
- (e) speaks at a public meeting, or publicly comments, or allows himself to be interviewed for purposes of publication, or contributes anonymously or otherwise to newspapers or other publication of like nature on subjects concerning the policy, business, or administration of the Council or on subjects concerning public policy, or matters of a political or official nature, or matters relating to the administration of any other Department; or
- (f) takes an active part in political matters; or
- (g) conducts himself in a disgraceful, improper or unbecoming manner, either in the discharge of his duties or in public, or shows gross discourtesy to another employee or to any member of the public in the discharge of his duties; or
- (h) habitually uses to excess any intoxicant or stupefying drug; or
- (i) (i) becomes insolvent or compromises with his creditors, or has a judgement for debt given against him by any court of law, unless he can show to the satisfaction of the Council that such insolvency, compromise, or judgement has been occasioned by unavoidable misfortune; or
- (ii) incurs debts to an extent which, in the opinion of the Council, is likely to cause pecuniary embarrassment or to be prejudicial to the proper performance of his duties; or
- (iii) fails to disclose in writing, when at any time called upon by the Council to do so, the full amount of his debts; or
- (j) discloses official information, acquired in the course of his duties, otherwise than in the discharge thereof; or
- (k) uses for any purpose, other than for the discharge of his official duties, information gained by or conveyed to him through his connection with the Council, notwithstanding that he does not disclose such information; or
- (l) accepts or demands in respect of the performance of his duties any commission, fee, or reward, pecuniary or otherwise (not being the emoluments payable to him in respect of his duties), or fails to report to the Town Clerk the offer of any such commission, fee or reward; or
- (m) misappropriates or improperly uses any property or funds of the Council under circumstances which do not constitute a criminal offence; or
- (n) commits any criminal offence; or
- (o) fails during the hours of attendance to devote himself to the discharge of his duties, or allows his attention to be engaged on private affairs; or
- (p) leaves his office or his orbit of work on private business during the hours of attendance, except with the permission of his Head of Department; or
- (q) absents himself from his office or duty without leave or overstays any period of authorised leave without the necessary approval or valid cause; or
- (r) fails to notify his Head of Department immediately in the event of absence from office or duty without leave for any cause; or
- (s) develops habits of unpunctuality or irregularity in attending at and remaining on duty under the provisions of these rules; or

HOOFSTUK V.  
DISSIPLINE.

*Omskrywing van Wangedrag:*

18. Elke amptenaar of werknemer van die Raad wat—

- (a) 'n wettige bevel aan hom deur iemand wat daartoe gemagtig is, nie gehoorsaam nie, verontagsaam of opsetlik versuim, of niet word of daad weerspannigheid toon; of
- (b) nalatig of traag is by die uitvoering van sy pligte; of
- (c) weens oorsake binne sy eie beheer onbekwaam of ongeskik is of word om sy pligte na te kom; of
- (d) private of agentskapwerk onderneem wat in verband staan met die uitoefening of nakoming van sy amppligte; of
- (e) oor onderwerpe betreffende die beleid, werksaamhede of bestuur van die Raad, die openbare beleid, aangeleenthede met politieke of amptelike strekking, of sake betreffende die bestuur van enige ander departement, op 'n openbare vergadering praat, of in die openbaar kommentaar lewer, of 'n onderhoud toestaan ter publikasie, of naamloos of andersins tot koerante of ander publikasies bydra; of
- (f) bedrywig in die politiek optree; of
- (g) hom skandelik, onbehoorlik of onbetaamlik gedra, hetsy by die nakoming van sy pligte of in die openbaar, of by die uitvoering van sy pligte growwe onbeleefdheid teenoor 'n ander werknemer of 'n lid van die publiek aan die dag lê; of
- (h) uit gewoonte oormatig gebruik maak van bedwelmente of versuifende verdovingsmiddels; of
- (i) (i) insolvent raak of 'n vergelyk met sy krediteure tref, of 'n skuldvonnis van 'n gereggshof teen hom het, tensy hy ten genoë van die Raad kan bewys dat sodanige insolventskap, vergelyk of vonnis deur 'n onvermydelike ramp veroorsaak is; of
- (ii) dermate skuld aangaan, wat, na die mening van die Raad, waarskynlik geldelike verleentheid kan veroorsaak of nadelig kan wees vir die behoorlike uitvoering van sy pligte; of
- (iii) nalaat om te eniger tyd wanneer die Raad hom daartoe aansê, die algehele bedrag wat hy skuld, skriftelik aan die Raad bekend te maak; of
- (j) amptelike inligting wat hy in die loop van sy pligte ingewin het, andersins as ter uitvoering van sodanige pligte bekendmaak; of
- (k) om enige doel buiten die uitvoering van sy amppligte gebruik maak van inligting wat hy weens sy betrekking by die Raad ingewin of verkry het, al maak hy sodanige inligting nie bekend nie; of
- (l) ten opsigte van die uitvoering van sy pligte, enige kommissie, gelde of beloning, geldelik of andersins (buiten die besoldiging wat hy vir sy pligte moet ontvang), aanneem of verder, of nalaat om die aanbod van 'n sodanige kommissie, gelde of beloning by die Stadsklerk aan te meld; of
- (m) eiendom of fondse van die Raad misbruik of onbehoorlik gebruik onder omstandighede wat dit nie 'n strafregtelike oortreding maak nie; of
- (n) 'n strafregtelike oortreding begaan; of
- (o) gedurende diensure nalaat om sy pligte uit te voer, of sy aandag aan private aangeleenthede wy; of
- (p) gedurende diensure sy kantoor of werkplek in verband met private sake verlaat, tensy met die toestemming van sy departementshoof; of
- (q) sonder verlof uit sy kantoor of werk afwesig is, of die tydperk van sy gemagtigde verlof sonder die nodige toestemming of geldelike rede oorskry; of
- (r) nalaat om sy departementshoof omiddelklik in kennis te stel wanneer hy om die een of ander rede sonder verlof uit die kantoor of werk afwesig is; of
- (s) die gewoonte het om laat en ongereeld by sy werk aan te kom en sy werke nie ten volle uit te dien ooreenkomstig die bepalings van hierdie reëls nie; of

- (t) attempts to secure intervention from political or outside sources in relation to his position, or emoluments with the Council; or
- (u) except with the consent of the Council, accepts from any member or members of the public any gift or money or any other article presented to him either for services rendered or by reason of his occupying or having occupied a particular office or post with the Council; or
- (v) makes an incorrect or false statement, knowing the same to be incorrect or false, whether with a view to obtaining any privilege or advantage in relation to his official position or for any other reason; or
- (w) commits any grave act of immorality not amounting to a criminal offence; or
- (x) fails to answer any questions on matters within his knowledge lawfully put to him by the Town Clerk or by his Head of Department, where it is alleged that there has been a contravention of these rules;
- (y) makes directly or indirectly representation relating to his employment to individual members of the Council,

shall be deemed to have been guilty of a contravention of these rules and shall be dealt with as provided in rule 22 or as the Council deems fit, but subject to the provisions of the Municipal Ordinance.

#### *Complaint arising from Instructions given:*

19. If any employee or temporary servant has grounds for complaint arising out of any instructions given to him by a person in authority over him, he may at all times, after having complied with the instructions, report the matter to the Head of his Department who shall forthwith submit the matter to the Town Clerk.

#### *Loans and Promissory Notes:*

20. No person in the employment of the Council shall become party to an accommodation bill or to a cheque or promissory note for accommodation purposes for another person or as surety, whether such action results in pecuniary embarrassment or not; Provided that this provision shall not apply to any such transaction entered into with the permission of the Council, which will be responsible for satisfying itself by enquiry that such transaction is being entered into for good cause unconnected with speculation, gambling, or any improper dealing and is not likely to lead the applicant into pecuniary embarrassment.

#### *Criminal Proceedings:*

21. Any person employed by the Council, acquitted of a criminal charge, shall not thereby be rendered exempt from any steps which may be taken under these rules on account of his conduct in the matter.

#### *Procedure on Charges of Misconduct:*

22. (1) Any person employed by the Council against whom any proceedings are about to be instituted under these rules shall not, without the order or permission of the Town Clerk or Departmental Head, absent himself from his station until such proceedings are completed.

(2) Any person employed by the Council who contravenes any of these rules shall be deemed to be guilty of misconduct and may be dealt with as hereinafter provided.

(3) Any person employed by the Council who is charged with misconduct may be suspended temporarily from duty by the Town Clerk or Head of Department concerned. Should a Head of Department so suspend any employee in terms of this rule, he shall report such suspension within 24 hours to the Town Clerk, who shall immediately serve notice to that effect on the employee concerned. A copy of the charge shall forthwith be transmitted or delivered personally to such person or left at his last known address.

(4) The charge shall contain or shall be accompanied by a direction calling upon the person charged to transmit or deliver, within a reasonable period specified in the direction, but not exceeding seven days, to the Town Clerk, a written admission or denial of the charge and, if he so desires, a written explanation of the misconduct charged.

- (t) probeer om in verband met sy betrekking of besoldiging by die Raad, tussenkoms uit politieke of buitestaande bronne te bewerkstellig; of
- (u) sonder die toestemming van die Raad van 'n lid of lede van die publiek 'n geskenk of geld of enigiets anders aanneem, wat hom aangebied word vir gelewerde dienste of om rede hy 'n bepaalde amp of betrekking by die Raad beklee of beklee het; of
- (v) 'n onjuiste of valse verklaring maak met die wete dat dit onjuis of vals is, hetsy ter verkryging van die een of ander voorreg of voordel in verband met sy amp, of om enige ander rede; of
- (w) 'n ernstige onsedelikeid pleeg wat nie op 'n strafregtelike oortreding neerkom nie; of
- (x) nalaat om 'n vraag oor sake volgens sy kennis te beantwoord, wat die Stadsclerk of sy departementshoof hom wettig stel in verband met 'n beweerde oortreding van hierdie reëls;
- (y) regstreeks of onregstreeks vertoë aangaande sy betrekking aan individuele lede van die Raad rig,

word gehou vir skuldig aan 'n oortreding van hierdie reëls, en daar word teen hom opgetree soos bepaal by reël 22 of soos die Raad goedvind, maar onderhewig aan die bepalings van die Munisipale Ordonnansie.

#### *Klagtes wat ontstaan uit Opdragte:*

19. Waar 'n amptenaar of tydelik werknemer gronde het vir 'n klagte wat ontstaan uit opdragte aan hom deur iemand met beheer oor hom, kan hy, nadat hy sodanige aanwysings nagekom het, te eniger tyd die saak by sy departementshoof aanmeld, wat dit onmiddellik aan die Stadsclerk moet voorle.

#### *Lenings en Promesses:*

20. Geen amptenaar of tydelike werknemer van die Raad mag deel hê aan 'n akkomodasiewissel of tot 'n tjeek of promesse ter akkomodasie van iemand anders nie, nóg mag hy as borg optree nie, hetsy sulke optrede geldelike verleentheid inebring of nie: Met dien verstande dat hierdie bepaling nie geld nie wanneer so 'n transaksie met die Raad se toestemming aangegaan word, en dan is dit die Raad se verantwoordelikeid om hom deur navraging te oortuig dat sodanige transaksie om 'n goeie rede aangegaan word en geen verband het met spekulasie, dobbelary of onbehoorlike handelings nie, nóg waarskynlik die applikant in geldelike verleentheid kan dompel nie.

#### *Strafregtelike Dervolging:*

21. 'n Werknemer van die Raad wat van 'n strafregtelike aanklag vrygespreek word, word nie daardeur vygestel van stappe wat die Raad ingevolge hierdie reëls en weens sy gedrag by die aangeleentheid kan doen nie.

#### *Prosedure by Aanklag van Wangedrag:*

22. (1) 'n Werknemer van die Raad teen wie daar ingevolge hierdie reëls opgetree gaan word, mag nie sonder die bevel of toestemming van die Stadsclerk of departementshoof sy pos verlaat totdat sodanige stappe voltooi is nie.

(2) 'n Werknemer van die Raad wat enige van hierdie reëls oortree, word gehou vir skuldig aan wangedrag, en daar kan teen hom opgetree word soos hierna bepaal.

(3) 'n Werknemer van die Raad wat weens wangedrag aangekla word, kan deur die Stadsclerk of sy departementshoof tydelik uit sy diens geskors word. Wanneer 'n departementshoof 'n werknemer ingevolge hierdie reël skors, moet hy sodanige skorsing binne 24 uur aanmeld by die Stadsclerk wat onverwyld 'n skorsingskennisgewing op die betrokke werknemer moet dien. 'n Afskrif van die aanklag moet onmiddellik aan die aangeklaagde persoonlik afgelewer of bestel word, of by sy jongste bekende adres gelaat word.

(4) In of by die aanklag moet daar 'n aanwysing aan die aangeklaagde gaan om binne 'n redelike tyd (maar hoogstens sewe dae) wat in die aanklag vermeld word, 'n skriftelike erkenning of ontkenning van die aanklag, en as hy dit verkies ook 'n skriftelike verklaring van die wangedrag waarvan hy aangekla word, aan die Stadsclerk te stuur of af te lewer.

(5) The matter shall, after the expiry of such period (and whether or not such statement of admission or denial has been transmitted) be considered by the Council.

(6) Should the person dealt with under this rule admit the charge or fail to reply thereto within the time specified, an enquiry shall not be necessary, but, if he denies the charge, an enquiry shall be held within fourteen days of date of suspension and such employee shall be entitled to be heard, to be present and to be represented at the enquiry, and to produce such relevant evidence as he may think fit.

(7) If the Council or such persons as the Council may depute to hold the enquiry, find the charge is not proved, the charge shall be dismissed, and thereupon any order of suspension shall be deemed to be discharged as from the date of such order; but if the finding is that the charge is proved, such person shall be dealt with as hereinafter provided.

(8) If a person is charged with a criminal offence of which he has been convicted by a Court of Law, a certified copy of the record shall be sufficient evidence of the commission by him of such offence, unless the conviction has been set aside on appeal by a Superior Court, or unless such appeal is pending before such Court.

(9) The finding of the Council or of the persons deputed by it, in respect of any charge under this rule shall be final.

(10) The Council upon consideration of the action to be taken on a finding that a charge of misconduct against any person has been proved may take one or more of the following steps:—

- (a) Discharge any order or suspension that may have been made;
- (b) Caution or reprimand such person;
- (c) Postpone or curtail the leave of any such person for a fixed period;
- (d) Subject to the provisions of section 148 of the Municipal Ordinance reduce the emoluments of such person, even if this entails a reduction in grade;
- (e) Subject to the provisions of section 148 of the Municipal Ordinance, discharge such person from the service of the Council or call upon him to resign therefrom as from a date to be specified to avoid such discharge: Provided that if such person fails to resign within seven days from being called upon to do so, he shall be deemed to have been discharged as from such specified date.

(11) An order of suspension made under this rule may be withdrawn by the Council at any stage of the proceedings, but such withdrawal shall in no way prejudice the prosecution of the charge.

(12) A person who is suspended from duty shall not be entitled to receive any salary, wages or other emoluments for the period of his suspension: Provided that the Council shall pay the whole of such person's salary, wages or other emoluments in the event of his being found not guilty of the charge laid against him: Provided further that the Council may, in its discretion, order the payment to him of the whole or a portion of such salary, wages or emoluments, in the event of his being found guilty of misconduct.

CHAPTER VI.

LEAVE AND PUBLIC HOLIDAYS.

*Public Holidays:*

23. (1) All statutory Public Holidays will be recognised as paid holidays.

(2) All daily paid employees or daily paid temporary servants required to work on such holidays shall be paid at the rate of double time for an ordinary shift on such holidays.

*Leave Groups:*

24. (1) For the purpose of leave the European employees shall be classed under the following groups:—

- A. Employees in receipt of a salary of £360 per annum or more;

(5) Na afloop van gemelde tydperk (heisy sodanige verklaring van erkenning of ontkenning van die aanklag ingedien is al dan nie) oorweeg die Raad die saak.

(6) Erken die aangeklaagde ingevolge hierdie reël die aanklag binne die voorgeskrewe tydperk, of versuim hy om binne genoemde tydperk op die aanklag te antwoord, is daar geen ondersoek nodig nie, maar ontken hy die aanklag, moet daar binne veertien dae na die skorsingsdatum 'n ondersoek ingestel word, waarby sodanige werknemer die reg het om verhoor te word, om teenwoordig en verteenwoordig te wees, en ook om getuïenis ter sake wat hy nodig ag, te lever.

(7) As die Raad of diegene wat die Raad benoem het om die ondersoek in te stel, bevind dat die aanklag nie bewese is nie, word dit van die hand gewys, en daarop word die skorsingsbevel beskou as opgehef vanaf die datum van sodanige bevel; maar is die bevinding dat die aanklag wel bewese is, word daar met die aangeklaagde gehandel soos hierna bepaal word.

(8) As iemand aangekla word weens 'n strafregtelike oortreding waaraan hy deur 'n geregshof skuldig bevind is, is 'n gewaarmerkte afskrif van die hofstukke afdoende bewys dat hy die oortreding begaan het, tensy sodanige skuldigbevinding op appél na 'n hoër hof ter syde gestel word, of tensy sodanige appél voor sodanige hoër hof nog aanhangig is.

(9) Die bevinding van die Raad of sy benoemdes ten opsigte van 'n aanklag ingevolge hierdie reël is afdoende.

(10) Nadat 'n aanklag van wangedrag teen iemand bewese gebyk het, kan die Raad by oorweging van sy optrede in die aangelentheid, een of meer van die onderstaande stappe doen—

- (a) enige bevel of skorsing wat gedoen is, ophef;
- (b) die betrokke persoon waarsku of berispe;
- (c) so iemand se verlof vir 'n bepaalde tyd uitstel of inkort;
- (d) onderhewig aan die bepalinge van artikel 148 van die Munisipale Ordonnansie, so iemand se besoldiging verminder, selfs al bring dit verlagings van graad mee;
- (e) onderhewig aan die bepalinge van artikel 148 van die Munisipale Ordonnansie, so iemand uit die diens van die Raad ontslaan, of hom aansê om vanaf 'n bepaalde datum daaruit te bedank ten einde ontslag te vermy: Met dien verstande dat as hy binne sewe dae nadat hy aangesê is om te bedank, nie bedank het nie, hy beskou word as ontslaan vanaf sodanige vasgestelde datum.

(11) Die Raad kan 'n skorsingsbevel wat ingevolge hierdie reël gedoen is, op enige stadium van die verrigtinge terugtrek, maar so 'n terugtrekking benudeel geensins die deurvoering van die aanklag nie.

(12) Iemand wat uit die diens geskors is, het geen reg op salaris, loon of ander besoldiging gedurende die skorsingstydperk nie: Met dien verstande dat as hy onskuldig bevind word aan die aanklag teen hom, die Raad sy hele salaris, loon of ander besoldiging moet uitbetaal: Met dien verstande voorts dat as hy skuldig bevind word van wangedrag die Raad na goedgeunde kan gelas dat sy salaris, loon of ander besoldiging geheel of ten dele aan hom uitbetaal word.

HOOFSTUK VI.

VERLOF EN OPENBARE VAKANSIEDAE.

*Openbare Vakansiedae:*

23. (1) Elke wetlike openbare vakansiedag word as besoldigde vakansiedag erken.

(2) Elke vaste of tydelike dagloner wat aangesê word op so 'n dag teen dubbeltarief besoldig.

*Verlofsgroepe:*

24. (1) By die toekening van verlof word blanke amptenare in die onderstaande groepe ingedeel:—

- A. Amptenare wat £360 per jaar of meer aan salaris ontvang;

- B. Employees in receipt of a salary of £300 per annum or more but less than £360 per annum;
- C. Employees in receipt of a salary of less than £300 per annum;
- D. Employees paid at a specified rate per hour or per day.

(2) For the purpose of classification under this rule free quarters or quarters in respect of which a house-allowance is made by the Council to such employee shall be assessed as the equivalent of one-sixth of his basic salary.

#### Classification of Leave:

25. Leave shall be classified as follows:—

- A. Annual Leave.
- B. Sick Leave.
- C. Special Leave.
- D. Leave without pay.
- E. Bonus Leave.

#### Calculation of Annual and Sick Leave:

26. (1) Subject to the exigencies of the service, leave shall be granted on the following basis:—

##### Annual Leave:

- Group A — 35 days per annum.
- Group B — 33 days per annum.
- Group C — 26 days per annum.
- Group D — 26 days per annum.

(2) Annual leave for persons under Groups A, B, C and D shall be inclusive of Sundays (excepting when the first or last day of the leave is a Sunday), but exclusive of such statutory holidays as may occur during such leave.

##### Sick Leave:

(3) Sick leave in respect of Groups A, B and C shall be 30 days per annum on full pay and 30 days per annum on half pay; and Group D, 20 days per annum on full pay and 20 days per annum on half pay, subject to the condition that sick leave in regard to all the aforementioned groups shall be granted only in proportion to the period of service actually completed: Provided that employees under Groups A, B and C shall be entitled to accumulate sick leave at the rate of 15 days per annum and employees under Group D shall be entitled to accumulate sick leave at the rate of 10 days per annum: Provided further that, in lieu of sick leave on half pay or no pay an employee may elect by written application to utilise any period of annual leave that may be to his credit. Such election shall be irrevocable.

(4) For the purpose of Rule 26 (3) sick leave shall be calculated from the commencing date of employment: Provided that an employee, at the coming into force of these rules, shall be credited with the total sick leave accumulated in terms of Rule 26 (3) since the date of employment less any sick leave already taken: Provided further that, where an employee has received sick leave in excess of the total sick leave so accumulated such excess shall be disregarded: Provided further that an employee shall not be entitled to be credited with more than 90 days accumulated sick leave after the period of sick leave taken before coming into force of these rules has been deducted: Provided further that an employee in the Council's service from the date of the coming into force of these rules shall be entitled to such further sick leave as provided for in Rule 26 (3).

(5) *Accumulation of Sick Leave:* Sick Leave may be accumulated up to a maximum period of 90 days provided that an employee shall first be debited with sick leave taken against the period of sick leave accrued to him during the current year provided for in rule 26 (3). Any sick leave taken in excess of the period of sick leave accrued to such employee during the current year shall be debited against the period of sick leave accumulated.

(6) A temporary servant may be granted annual or sick leave for such periods as the Council may in each case decide: Provided that no annual leave shall be granted until such temporary servant has completed twelve months unbroken service with the Council, and provided

- B. Amptenare wat minstens £300 maar minder as £360 per jaar aan salaris ontvang;
- C. Amptenare wat minder as £300 per jaar aan salaris ontvang;
- D. Amptenare wat teen 'n bepaalde tarief per uur of per dag besoldig word.

(2) By die indeling van amptenare ingevolge hierdie reël word kostelose woonkwartiere ten opsigte waarvan huistoeloes deur die Raad aan 'n amptenaar betaal word, bereken as gelykstaande aan een-sesde van sy grondsalaris.

#### Verloftndeling:

25. Verlof word soos volg ingedeel:—

- A. Jaarverlof,
- B. Siekteverlof,
- C. Spesiale Verlof,
- D. Verlof sonder Betaling,
- E. Bonusverlof.

#### Berekening van Jaar- en Siekteverlof:

26. (1) Onderhewig aan die vereistes van die diens, word verlof op die onderstaande grondslag toegeken:—

##### Jaarverlof:

- Groep A — 35 dae per jaar.
- Groep B — 33 dae per jaar.
- Groep C — 26 dae per jaar.
- Groep D — 26 dae per jaar.

(2) Jaarverlof ten opsigte van werknemers by Groep A, B, C en D sluit Sondag in (buiten wanneer die eerste of laaste dag van die verloftydperk 'n Sondag is) en sluit wetlike vakansiedae wat in sodanige verloftydperk voorkom, uit.

##### Siekteverlof:

(3) Siekteverlof ten opsigte van Groep A, B en C is 30 dae per jaar met volle betaling, en 30 dae per jaar met halwe betaling; en ten opsigte van Groep D, 20 dae per jaar met volle betaling, en 20 dae per jaar met halwe betaling, onderhewig aan die voorwaarde dat siekteverlof ten opsigte van al die voormelde groepe slegs in verhouding met werklik voltooid dienstryd toegeken word: Met dien verstande dat amptenare by Groep A, B en C siekteverlof kan laat ooploop teen 15 dae per jaar en amptenare by Groep D siekteverlof kan laat ooploop teen 10 dae per jaar: Met dien verstande voorts dat 'n amptenaar deur skriftelik daarom aansoek te doen, kan kies om jaarverlof wat hom goedgeskryf is, in die plek van siekteverlof met halwe betaling of sonder betaling, te gebruik. Sodanige keuse kan nie herroep word nie.

(4) By die toepassing van reël 26 (3) word siekteverlof vanaf die datum van indiensneming bereken: Met dien verstande dat 'n amptenaar by die inwerkingtreeding van hierdie reëls gekrediteer word met al die siekteverlof wat hy ingevolge reël 26 (3) sedert die datum van sy indiensneming laat ooploop het, min siekteverlof wat hy reeds gebruik het: Met dien verstande voorts dat wanneer 'n amptenaar meer siekteverlof toegestaan is, as wat hy sodoende laat ooploop het, sodanige oormaat verontsaam word: Met dien verstande voorts dat 'n amptenaar nie gekrediteer mag word met meer as negentig dae opgeloopte siekteverlof na aftrekking van die siekteverlof wat hy voor die inwerkingtreeding van hierdie regulasies geneem het nie: Met dien verstande voorts dat 'n amptenaar wat in die Raad se diens is vanaf die datum van inwerkingtreeding van hierdie reëls, geregtig is op sodanige verdere siekteverlof soos bepaal word by reël 26 (3).

(5) *Ooploping van Siekteverlof:* Siekteverlof kan ooploop tot 'n maksimum van 90 dae, mits 'n amptenaar eers gedebiteer word met sodanige siekteverlof wat hy gebruik het teen siekteverlof wat hy vir die lopende jaar ingevolge reël 26 (3) verwerf het. Alle siekteverlof meer as dié wat sodanige amptenaar in die lopende jaar verwerf het, word afgetrek van sodanige opgeloopte siekteverlof.

(6) 'n Tydelike werknemer word soveel jaar- of siekteverlof toegestaan soos die Raad in elke geval besluit: Met dien verstande dat geen jaarverlof toegestaan word voordat sodanige tydelike werknemer twaalf maande ononderbroke diens by die Raad voltooi het nie; en met dien verstande voorts dat geen tydelike werknemer jaar-

further that no temporary servant shall be granted annual or sick leave for periods longer than those provided for employees on a similar rate of pay.

(7) Persons appointed by the Council in a part time capacity shall not be entitled to any of the leave privileges as provided for in these rules.

*Accumulation of Leave:*

27. Annual leave may be accumulated by an employee and taken in conjunction with the whole or any portion of bonus leave or accumulated leave which may stand to the credit of the employee in the leave register:

Provided that the total period of absence on leave will not exceed 180 days in the aggregate during any period of eighteen months reckoned backwards from the last day of leave applied for. Notwithstanding anything contained in these rules the Council may, in its sole discretion, require an employee or temporary servant to proceed on annual leave.

*Accrual of Annual Leave:*

28. An employee shall not be entitled to take his first period of annual leave until he has completed twelve months of continuous and satisfactory service; thereafter such leave shall accrue to him in proportion to the length of his service and upon the terms specified above in Rule 26 (2): Provided that such annual leave may be taken by such employee only upon the recommendation of his Head of Department and at the discretion of the Council subject however to the provisions of Rule 27.

*Resumption of Duty after Leave:*

29. (1) Any employee or temporary servant who has proceeded on authorised leave may not return to duty until the full period of such leave has expired, unless permission has been obtained from his Head of Department or unless he is required to return to duty by the Council.

(2) An employee or temporary servant who fails to report for duty after any period of authorised leave has expired, shall be deemed to have absented himself from duty without leave and shall be dealt with under the provisions of section 13 of these rules.

*Cancellation of Leave on Dismissal:*

30. Notice of dismissal from the service for misconduct shall automatically cancel any leave accrued or being taken at the time such notice is served.

*Leave on Resignation, Retirement, Retrenchment or Death:*

31. (1) All leave shall be deemed to have, ipso facto, been forfeited on the date of receipt of a resignation by an employee or temporary servant, except in the case of an employee who resigns from the service of the Council to accept an appointment with another Municipality or local authority in South West Africa or the Union of South Africa. To such employee the Council may on production of definite proof that he assumed duty with the other Municipality or local authority in South West Africa or the Union of South Africa, pay salary or wages in lieu of leave standing to his credit subject to the provisions of Rule 31 (2).

(2) An employee who is retired from the service on the grounds of attaining the age of superannuation, re-organisation or reduction in staff, physical disability or permanent ill-health, shall be paid salary or wages in lieu or annual and bonus leave standing to his credit in the leave register at the date of retirement but not in excess of 180 days.

(3) In the case of an employee's death whilst in the Council's service, his dependant shall be paid the amount of salary or wage in lieu of all leave standing to his credit at the date of his death, subject, however, to the provisions of rule 27.

(4) No employee or temporary servant shall be allowed to resign whilst on leave, and should he wish to resign from the service whilst on leave, he will be required to return to his duties to serve the period of notice in terms of the conditions of his appointment.

of sickteverlof toegestaan word vir langer tydperke as dié toegeken aan amptenare wat teen 'n ooreenkomstige tarief besoldig word nie.

(7) Werknemers wat die Raad in deeltydse hoedanigheid aangestel het, het geen aanspraak op enige van die verlofvoorregte wat by hierdie reëls bepaal word nie.

*Oploping van Verlof:*

27. 'n Amptenaar kan sy jaarverlof laat oploop en dit saam met sy bonusverlof of deel daarvan of ander opgeploete verlof wat hom in die verlofregister goedgekskryf is, neem:

Met dien verstande dat die hele tydperk van afwesigheid met verlof altesame hoogstens 180 dae mag beloop in elke tydperk van agtien maande, teruggereken vanaf die laaste dag van die verlof waarom aansoek gedoen is. Ondanks strydige bepalings in hierdie reëls kan die Raad na die goeiddunke 'n amptenaar of tydelike werknemer aansê om jaarverlof te neem.

*Verlofverwerwing:*

28. 'n Amptenaar het geen reg op sy eerste tydperk aan jaarverlof voordat hy twaalf maande ononderbroke en bevredegende diens gelewer het nie; daarna verwerf hy sodanige verlof na verhouding met die duur van sy diens en ingevolge die bepalings by reël 26 (2) hierbo: Met dien verstande dat so 'n amptenaar jaarverlof kan neem slegs op aanbeveling van sy departementshoof en na die goeiddunke van die Raad, onderhewig egter aan die bepalings van reël 27.

*Hervatting van Diens na Verlof:*

29. (1) Geen amptenaar of tydelike werknemer wat afwesig is met gemagtigde verlof, mag voor afloop van die hele verloftydperk na sy werk terugkeer nie, tensy hy toestemming daartoe van sy departementshoof verkry het, of tensy die Raad hom aansê om na sy werk terug te keer.

(2) 'n Amptenaar of tydelike werknemer wat na afloop van 'n gemagtigde verloftydperk nalaat om hom vir diens aan te meld, word geag sonder verlof uit sy diens afwesig te wees, en teen hom word opgetree ingevolge die bepalings van reël 13 van hierdie reëls.

*Kanselering van Verlof by Ontslag:*

30. Kennisgewing van ontslag uit die diens weens wangedrag kanselere outomaties alle verlof wat verwerf is, of wat tydens die diening van sodanige kennisgewing geneem word.

*Verlof by Bedanking, Aftreding, Personeelbesnoeiing of Oorlyde:*

31. (1) Alle verlof word ipso facto verbeur op die datum waarop 'n amptenaar of tydelike werknemer uit die diens bedank, behalwe in geval van 'n amptenaar wat uit die diens van die Raad bedank om 'n betrekking met 'n ander Munisipaliteit of Plaaslike Bestuur in Suidwes-Afrika of in die Unie van Suid-Afrika te aanvaar. Aan sodanige amptenaar kan die Raad by voorlegging van duidelike bewys dat hy diens by 'n ander Munisipaliteit of Plaaslike Bestuur in Suidwes-Afrika of die Unie van Suid-Afrika aanvaar het, salaris of loon in plaas van, en ten opsigte van, verlof wat tot sy krediet staan, uitbetaal onderhewig aan die bepalinge van Reël 31 (2).

(2) Aan 'n amptenaar wat uit die diens tree weens ouderdom, reorganisasie of personeelbesnoeiing, liggaams-ongeskiktheid of blywende swak gesondheid, moet salaris of loon betaal word ten opsigte van jaarlikse en bonusverlof wat tot sy krediet in die verlofregister staan op die datum van uitdienstreding tot 'n maksimum van 180 dae.

(3) Wanneer 'n amptenaar sterf terwyl hy in die diens van die Raad is, word die bedrag van sy salaris of loon in plaas van verlof wat op die datum van sy oorlyde hom goedgekskryf staan, aan sy afhanklikes uitbetaal, onderhewig egter aan die bepalings van reël 27.

(4) Geen amptenaar of tydelike werknemer mag bedank terwyl hy met verlof is nie, en as hy besluit om te bedank terwyl hy met verlof is, moet hy na sy werk terugkeer en sy kennisgewingstydperk ingevolge sy diensvoorwaardes uitdien.

**Sick Leave:**

32. (1) Save as hereinafter otherwise provided every application for sick leave must be accompanied by a medical certificate signed by a registered medical practitioner, stating the nature of the disease or condition from which the applicant is suffering and certifying that the applicant's physical condition renders it necessary for him to be granted sick leave for the period specified in the certificate. Notwithstanding the provisions of this sub-rule, if the period of sick leave required does not exceed two days, the Town Clerk may, in his discretion, subject to the recommendation of the Departmental Head concerned, grant the requisite period of sick leave without the production of a medical certificate.

(2) An employee who has been granted the maximum period of sick leave obtainable under these rules and who, at its expiration, is still incapacitated by ill-health from the efficient performance of his duties, may, at the discretion of the Council, be granted an extension of sick leave on half pay for a further period not exceeding three months.

(3) Where a grant of sick leave has been rendered necessary as the direct result of an accident sustained or disease contracted by an employee in the course of carrying out his official duties, the Council may extend the period of his sick leave on full pay or half pay beyond the period provided under these rules.

(4) No sick leave shall be granted in respect of neurasthenia, insomnia, debility or other ill-defined disease or condition of ill-health, unless it is established to the satisfaction of the Council that—

(a) the applicant is not in a fit state of health to perform his duties; and

(b) the condition could not have been avoided by the taking of reasonable care or precautions on the part of the applicant, or by the utilisation of the facilities available to him in regard to annual leave.

(5) The Council may require an applicant for, or an employee on sick leave to submit himself at any time for examination by a registered medical practitioner approved by the Council and, if justified by the result of such examination, the Council may require such applicant or employee to take, in lieu of sick leave, any period of annual leave to his credit in the leave register.

**Special Leave:**

33. The Council may, in special circumstances, grant to any employee or temporary servant additional or special leave for such period or periods and upon such conditions regarding salary, wages and allowances as it may deem fit, provided that special leave shall not be granted to an employee or temporary servant for the purpose of sick leave.

**Leave without Pay:**

34. Leave without pay may be granted to an employee or temporary servant in special circumstances for such periods as may be recommended by his Head of Department.

**Bonus Leave:**

35. (1) Employees who have completed a period of ten years continuous and satisfactory service with the Council, and thereafter every 5 years, shall be granted bonus leave with pay on the following scale:—

Group A — 90 days inclusive of Sundays and Public Holidays.

Group B — 60 days inclusive of Sundays and Public Holidays.

Groups C and D — 50 days inclusive of Sundays and Public Holidays.

(2) Employees who have completed a period of 5 years continuous and satisfactory service with the Council shall be granted bonus leave with pay for half the period provided for under sub-rule (1): Provided that bonus leave after the first five years and up to the end of the tenth year of continuous service will be based on half the period provided for in sub-rule (1).

**Siekteverlof:**

32. (1) Uitgesonderd soos hierna andersins bepaal, moet elke aansoek om siekteverlof vergesel gaan van 'n mediese sertifikaat wat deur 'n geregistreerde mediese praktisyen onderteken is, wat die aard van die siekte of toestand waaraan die applikant ly, aangee, en wat getuig dat die applikant se liggaamstoestand siekteverlof vir die tydperk in die sertifikaat genoem, noodsaak. Ondanks die bepalinge van hierdie sub-reël kan die Stadsclerk, waar die aangevraagde siekteverlof hoogstens twee dae is, na die goeëdunke en onderhawig aan die aanbeveling van die betrokke departementshoof, die nodige tydperk aan siekteverlof sonder voorlegging van 'n mediese sertifikaat toestaan.

(2) 'n Amptenaar aan wie die maksimale tydperk siekteverlof verkrygbaar ingevolge hierdie reëls toegestaan is, en wat na afloop daarvan nog weens swak gesondheid ongeskik is om sy pligte bekwaam uit te voer, kan daar na goeëdunke van die Raad 'n verlenging van siekteverlof met halwe betaling vir 'n verdere tydperk van hoogstens drie maande toegestaan word.

(3) Waar siekteverlof noodsaaklik is regstreeks weens 'n ongeluk of siekte wat 'n amptenaar by die uitvoering van sy amppligte opgedoen het, kan die Raad 'n langer tydperk aan siekteverlof met volle of halwe betaling, as wat hierdie reëls bepaal, toeken.

(4) Siekteverlof word nie toegestaan ten opsigte van senuweeswakheid, slaaploosheid, liggaamswakheid of ander swak omskrewe siekte of toestand van swak gesondheid nie, tensy daar ten genoë van die Raad vasgestel word dat—

(a) die applikant nie in 'n geskikte gesondheidstoestand verkeer om sy werk te behartig nie; en

(b) die applikant die toestand nie kon vermy het deur redelike sorg of voorsorg te tref nie, nóg deur die jaarverlof waaroor hy beskik te gebruik nie.

(5) Die Raad kan te eniger tyd vereis dat 'n applikant om siekteverlof, of 'n amptenaar wat siekteverlof neem, hom onderwerp aan ondersoek deur 'n geregistreerde mediese praktisyen wat die Raad goedgekeur het, en as die uitslag van die ondersoek dit regverdig, kan die Raad eis dat sodanige applikant of amptenaar jaarverlof wat hom in die verlofregister goedgeskryf staan in die plek van siekteverlof neem.

**Spesiale Verlof:**

33. Die Raad kan in buitengewone omstandighede bykomende of spesiale verlof aan 'n amptenaar of tydelike werknemer toeken vir 'n tydperk of tydperke en op voorwaardes betreffende salaris, loon of toelae wat die Raad goeëvind; met dien verstande dat sodanige verlof nie weens siekte aan 'n amptenaar of tydelike werknemer toegeken kan word nie.

**Verlof sonder Betaling:**

34. Verlof sonder betaling kan in buitengewone omstandighede aan 'n amptenaar of tydelike werknemer vir tydperke soos die departementshoof aanbeveel, toegestaan word.

**Bonusverlof:**

35. (1) Aan amptenare wat tien jaar onafgebroke en bevredigende diens by die Raad voltooi het, en ook daarna, na elke tydkring van vyf jaar word bonusverlof met betaling op die onderstaande skaal toegestaan:—

Groep A — 90 dae met insluiting van Sondae en openbare vakansiedae.

Groep B — 60 dae met insluiting van Sondae en openbare vakansiedae.

Groep C en D — 50 dae met insluiting van Sondae en openbare vakansiedae.

(2) Aan amptenare wat vyf jaar onafgebroke en bevredigende diens by die Raad voltooi het, en daarna elke 5 jaar, word bonusverlof met betaling vir die helfte van die tydperk, bepaal by sub-reël (1), toegestaan: Met dien verstande dat bonusverlof na die eerste vyf jaar en tot gegrand word op die tiende jaar van ononderbroke diens sub-reël (1).

(3) All such leave shall be deemed to have been forfeited ipso facto by the discharge of such employee for misconduct or gross negligence.

(4) An employee who is retired, superannuated or retrenched at least two years after but not more than five years after the accrual of his last bonus leave, shall receive pay in lieu of bonus leave, and the period of such bonus leave, for which payment must be made, shall bear the same ratio to the period set out in sub-rule (1) as such employee's length of service since the last accrual of his bonus leave bears to 5 years. Such an employee who is retired, superannuated or retrenched after less than ten years service shall receive bonus leave on the basis as provided for in sub-rule (2), and when retired, superannuated or retrenched after more than ten years service, on the basis as provided for in sub-rule (1).

(5) Save where otherwise specially provided, bonus leave shall not be accumulated and shall be taken within five years after it becomes due and may be taken together with such annual leave as may then be due or accumulated subject to the conditions of rule 27.

Provided that if, in the opinion of the Council, the exigencies of the service necessitate it, bonus leave which has accrued in terms of sub-rule (1) of rule 35 may be accumulated and an extension of time may be granted in which such bonus leave may be taken, but such extension of time shall not exceed two years.

*Authorization of Leave:*

36. No leave shall be granted unless:—

- (a) The applicant has submitted his application for such leave on a form to be prescribed by the Council;
- (b) Such application is recommended by the applicant's Head of Department; and
- (c) The application is approved by the Council, which may delegate its power of approval to the Mayor.

For the purpose of this rule the Mayor may make the necessary recommendation required in paragraph (b) above when the Town Clerk or any Head of Department applies for leave.

*Establishment of Leave Register:*

37. The Town Clerk shall cause to be established a Leave Register in which there shall be recorded the name and relative group of every employee who is eligible for leave under these rules, and all leave accruals as well as all leave granted shall be recorded in such register.

*Leave in respect of Services rendered before Enforcement of these Rules:*

38. Notwithstanding anything contained in these rules the Council in its discretion may grant annual leave to any of its employees in respect of services rendered by such employees prior to the 1st of October, 1946. The period of leave so granted shall be determined in conformity with the provisions of Rule 26, regard, however, being had to the period of leave already enjoyed by the employee concerned in the period prior to these rules coming into force. The Council shall cause a schedule to be drawn up setting out the names of the employees, periods served the leave already enjoyed, and the leave granted under this rule. The leave so granted shall be placed to the credit of the employee concerned as annual leave, and the Council may in such schedule stipulate a date before which such leave shall be taken or otherwise be deemed forfeited.

*Leave erroneously granted:*

39. In the event of leave being erroneously but in good faith granted to and taken by any employee or temporary servant in excess of the leave provided for under these rules, such over-grant of leave may, with the approval of the Council, be deducted from any leave which subsequently accrues to such employee.

(3) Alle sodanige verlof word ipso facto verbeur by ontslag van sodanige amptenaar weens wangedrag of growwe nalatigheid.

(4) 'n Amptenaar wat minstens twee jaar maar hoogstens vyf jaar na die verwerwing van sy jongste bonus-verlof aftree, afgepensioneer of weens personeelbesnoeiing afgedank word, ontvang betaling in plaas van bonusverlof, en die verhouding tussen die tydperk van sodanige bonus-verlof waarvoor hy uitbetaal word en die tydperk by sub-reël (1) bepaal, moet gelykstaan aan die tussen sodanige amptenaar se diensduur sedert die jongste verwerwing van sy bonusverlof en vyf jaar. Sodanige amptenaar wat na minder as tien jaar diens aftree, afgepensioneer of weens personeelbesnoeiing afgedank word, ontvang bonusverlof op die grondslag soos bepaal by sub-reël (2), en wat na meer as tien jaar diens aftree, afgepensioneer of weens personeelbesnoeiing afgedank word, op die grondslag soos bepaal by sub-reël (1).

(5) Buiten waar daar uitdruklik anders bepaal word, mag 'n amptenaar sy bonusverlof nie laat ooploop nie, maar moet hy dit neem binne vyf jaar na verwerwing daarvan, en mag hy dit neem saam met jaarverlof wat dan geneem kan word of opgehoop het, onderhewig aan die bepaling van reël 27: Met dien verstande dat waar die diensvereistes na Raadsmeening dit noodsaak, bonusverlof wat ingevolge sub-reël (1) van reël 35 verwerf is, kan ooploop, en die tydperk waarbinne die bonusverlof gebruik kan word, verleng kan word, maar hoogstens tot op twee jaar.

*Magtiging tot Verlof:*

36. Geen verlof word toegestaan nie, tensy—

- (a) die applikant sy aansoek om verlof ingedien het op die vorm wat die Raad voorskryf;
- (b) die aansoek deur die applikant se departementshoof aanbeveel word; en
- (c) die Raad die aansoek goedgekeur het, en die Raad kan hierdie bevoegdheid aan die Burgemeester oordra.

By die toepassing van hierdie reël kan die Burgemeester die aanbeveling wat by paragraaf (b) vereis word, doen, wanneer die Stadsklerk of 'n departementshoof aansoek doen om verlof.

*Instelling van Verlofregister:*

37. Die Stadsklerk moet 'n verlofregister laat instel, waarin die naam en betrokke groep van elke amptenaar wat ingevolge hierdie reëls verlof mag neem, opgeteken moet word, sowel as alle verwerfde en toegestane verlof.

*Verlof ten opsigte van Diens wat voor die Inwerking-treding van hierdie Reëls gelewer is:*

38. Ondanks strydige bepaling in hierdie reëls vervat, kan die Raad na goedgekeurde jaarverlof aan enige van sy amptenare toeken ten opsigte van dienste wat hulle voor 1 Oktober 1946 gelewer het. Die verloftydperk aldus toegeken, word vasgestel ooreenkomstig die bepaling van reël 26, met inagneming egter van verloftyd wat 'n sodanige amptenaar in die tydperk voor die inwerkingtreding van hierdie reëls geniet het. Die Raad moet 'n lys laat opstel van die name van sodanige amptenare, hul dienstydsperke, die verlof wat hulle reeds gebruik het, en die verlof wat ingevolge hierdie reël toegeken word. Sodanige toegekende verlof word aan die betrokke amptenaar as jaarverlof goedgeeskryf, en die Raad kan op sodanige lys neerleë dat sodanige verlof voor 'n bepaalde datum gebruik moet word, anders word dit verbeur.

*Verlof wat per abuis toegestaan word:*

39. Wanneer daar per abuis maar te goeder trou aan 'n amptenaar of tydelike werknemer meer verlof toegestaan en deur hom gebruik word, aswat hom ingevolge hierdie reëls toekom, kan sodanige oormaat aan verlof met die goedkeuring van die Raad afgetrek word van die verlof wat 'n sodanige amptenaar of tydelike werknemer daarna verwerf.

CHAPTER VII.  
MISCELLANEOUS.

RULES TO APPLY TO ALL APPOINTMENTS.

*Bonus Leave:*

40. Notwithstanding anything to the contrary contained in these rules, all employees shall have one quarter of their service prior to the 1st day of October, 1946, recognised as service for bonus leave, which leave shall be calculated on the scale as provided in sub-rule (1) of rule 35 and shall be subject to the terms of sub-rule (3) of rule 35.

Such leave shall be deemed to have accrued and become due on the 1st day of October, 1946: Provided that an employee who, on the 1st day of October, 1946, had completed 10 years or more of continuous service with the Council, shall be granted bonus leave as provided for in sub-rule (1) of rule 35: Provided further that an employee who on the first day of October, 1946, had less than 10 years continuous service with the Council shall be granted bonus leave as provided in sub-rule (2) of rule 35: Provided further that all bonus leave which has accrued in terms hereof may be accumulated and taken at any time during an employee's service with the Council, and if not so taken the leave shall be granted or paid for in lieu thereof as provided in Rule 31 but subject to an assessment on a maximum of 180 days of such accumulated leave.

*Attendance at Courts of Law:*

41. (1) Any employee or temporary servant who receives a subpoena or other order requiring him to attend at any court of law shall immediately intimate the fact to his Head of Department in order that arrangements may, if necessary, be made for the performance of his work whilst in attendance at the Court.

(2) Any employee or temporary servant who is required to attend at a Court in order to give evidence or to produce papers on behalf of the Council or in connection with the work upon which he is employed shall attend the court in the performance of and as part of his duty and shall be paid his ordinary pay.

(3) Any employee or temporary servant who attends a Court as a witness in his private capacity but not in connection with his personal or family affairs shall be paid his ordinary pay.

(4) Any employee or temporary servant who attends a Court must claim the expenses awarded to him by the Court or by the party on whose behalf he is appearing as a witness, and shall pay in to the Council the amount so received by him.

CHAPTER VIII.

SUBSISTENCE AND TRANSPORT ALLOWANCE.

42. In this Chapter—

(1) "Household" means the wife and children of a recruited employee and may include a relative or relatives and an adopted child or children permanently resident with and entirely dependent upon such employee;

(2) "Personal effects" means the movable property of a recruited employee and his household possessed at the date of appointment but excludes live stock. The term may include not more than one motor vehicle provided that—

(a) the total weight of the personal effects inclusive of such motor vehicle shall not exceed 14,000 lbs.;

(b) no liability shall be admitted for loss of or damage to such personal effects or motor vehicle in transit;

(3) "Day" means a complete day of 24 hours.

43. (1) The Council shall refund subsistence expenses as prescribed in Rule 46 (1) and transport allowances to recruited employees and their household from their point of embarkation whether by train or any other means of conveyance whichever the Council deems fit, to Walvis Bay. Where transport is by rail, it shall, in the case of

HOOFSTUK VII.  
DIVERSE BEPALINGS.

REELS WAT BY ELKE AANSTELLING GELD.

*Bonusverlof:*

40. Ondanks alle strydige bepalings in hierdie reëls vervat, word 'n kwart van elke amptenaar se diens voor die 1ste dag van Oktober 1946 erken as diens by die verwerwing van bonusverlof. Sodanige verlof word bereken volgens die skaal aangegee by sub-reël (1) van reël 35 en is onderhewig aan die bepalings van sub-reël 35.

Sodanige verlof word gehou vir verwerf en beskikbaar op die 1ste dag van Oktober 1946: Met dien verstande dat 'n amptenaar wat op die 1ste dag van Oktober 1946 tien jaar of meer ononderbroke diens by die Raad voltoo het, bonusverlof toegeken word soos bepaal by sub-reël (1) van reël 35: Met dien verstande voorts dat 'n amptenaar wat op die 1ste dag van Oktober 1946 minder as tien jaar ononderbroke diens by die Raad voltoo het, bonusverlof toegeken word soos bepaal by sub-reël (2) van reël 35: Met dien verstande voorts dat alle bonusverlof wat ingevolge hierdie bepalings verwerf, mag ooploop en te eniger tyd in die duur van die amptenaar se diens by die Raad gebruik mag word, en as sodanige verlof nie gebruik word nie, word dit toegestaan of in geldwaarde uitbetaal soos bepaal by reël 31 maar onderhewig aan berekening op die grondslag van 'n maksimum van 180 dae van sodanige opgeleefte verlof.

*Bywaring van Geregshowe:*

41. (1) Elke amptenaar of tydelike werknemer wat 'n dagvaarding as getuie of enige ander bevel ontvang om 'n geregshof by te woon, moet sy departementshoof onmiddellik daarvan in kennis stel, sodat daar, waar nodig, reëlings getref kan word vir die waarneming van sy pligte terwyl hy die hof bywoon.

(2) Elke amptenaar of tydelike werknemer wat 'n hofsitting moet bywoon om namens die Raad getuie te lewer of stukke voor te lê, of andersins in verband met sy ampspligte, woon die hof in die loop van sy diens en as deel van sy pligte by, en hy ontvang daarvoor sy gewone salaris of loon.

(3) Elke amptenaar of tydelike werknemer wat die hof in private hoedanigheid as getuie bywoon, maar nie in verband met persoonlike familiasake nie, ontvang daarvoor sy gewone salaris of loon.

(4) Elke amptenaar of tydelike werknemer wat die hof bywoon, moet die koste wat die hof of die party vir wie hy as getuie dien, aan hom toeken, opcis, en die bedrag wat hy sodanig ontvang, aan die Raad inbetaal.

HOOFSTUK VIII.

ONDERHOUDS- EN VERVOERTOELAE.

42. In hierdie hoofstuk beteken—

(1) „huisgesin" die vrou en kinders van 'n aangewerfde amptenaar en kan ook 'n bloedverwant of bloedverwante of 'n aangenome kind of kinders insluit, wat bywoning by sodanige amptenaar inwoon en geheel en al van hom afhanklik is;

(2) „persoonlike besittings" die roerende goedere van 'n aangewerfde amptenaar en sy huisgesin wat hulle op die datum van sy aanstelling besit maar sluit uit lewende hawe. Die uitdrukking kan ook hoogstens een motorvoertuig insluit, met dien verstande dat—

(a) die persoonlike besittings met inbegrip van sodanige motorvoertuig altesame hoogstens 14,000 pond weeg;

(b) daar geen aanspreeklikheid by verlies of skade aan sodanige persoonlike besittings of motorvoertuig in transito erken word nie;

(3) „dag" voldoende dag van 24 uur.

43. (1) Die Raad betaal onderhoudstoelae soos bepaal by reël 46 (1) en betaal vervoertoelae aan geverfde amptenaar en hul huisgesinne vir uitgawe van hulle reis begin tot in Walvisbaai, hetsy hulle per trein of andersins reis. Waar vervoer per trein geskied, en waar dit 'n gesalarieerde rekrut aangaan, sluit dit 'n eerste-



a salaried recruit, include a first class rail ticket, to such recruit and each member of his household but, in the case of a daily paid recruit, a second class ticket to himself and each member of his household plus a refund of transport expenses for personal effects to Walvis Bay at the cheapest available tariff at owner's risk.

(2) Subsistence allowance as prescribed in Rule 46 (1) shall only be paid to recruited employees and their household for the time necessarily spent in travelling to Walvis Bay, provided further that such subsistence allowances shall not exceed the amount it would have cost had the recruited employee and his household travelling by rail. Before proceeding to Walvis Bay a recruited employee must obtain the prior approval of the Council in regard to the mode of transport to be used by himself and/or his household.

(3) Employees whose children are entitled to travel at South African Railway concession rates applicable to children under 16 years of age, shall receive as their travelling allowance a refund of the cost of such concession tickets. Employees shall receive half of the relative subsistence allowance for each child who is under the age of 12 years.

44. The Council shall refund subsistence expenses as prescribed in Rule 46 (1) and transport allowances to members of its staff officially attending conferences or other business of the Council. When travelling by rail, the transport shall include, in the case of salaried staff, first class return tickets and in the case of daily paid employees, second class return tickets, and when travelling by air, first class return tickets for all employees subject to the prior approval of the Council being obtained in regard to the mode of transport to be used: Provided that in the event of the Council approving that such employee may use his privately owned vehicle on a trip beyond the Municipal boundaries of Walvis Bay, a mileage allowance similar to that paid by the South West Africa Administration to its employees shall be payable by the Council to such employee: Provided further, that if such an employee is in receipt of a monthly transport allowance for his ordinary official duties he shall not be paid such monthly transport allowance during his absence on such duty, vide Rule 11 (3).

45. Transport shall include reasonable portorage and taxi expenses actually and necessarily incurred.

*Subsistence Rates:*

46. Rates of subsistence allowances shall be payable on the following scale by the Council to employees during absences on duty from their headquarters:—

(1) £1.11.6 per day of 24 hours or pro rata for a portion of a day.

(2) If the circumstances of a case justify a departure from the provisions of these regulations the Council may, in its discretion, authorise the payment of such expenses or allowances as it may deem fit.

(3) Every application for subsistence and travelling allowances shall be submitted in writing by the applicant who shall support his application by receipts or evidence of payment, where necessary, to the satisfaction of the Council whose decision shall be final.

*Monthly Transport Allowance:*

47. Subject to the provisions of Rule 11 (3) an employee who is required regularly to use his privately owned motor vehicle in the course of his official duties within the Municipal area, will be paid for such use a monthly transport allowance unless he shall have insured his motor vehicle under a policy of insurance to the satisfaction of the Council and taken out a statutory insurance policy against third party risk: Provided further, that the Council shall contribute 50 per cent of all premiums payable by such employee to the insurance company under and by virtue of the aforementioned policies of insurance.

klas-spoorwegkaartjie vir sodanige rekrut en elke lid van sy huisgesin in, maar waar dit 'n dagloner aangaan, sluit dit 'n tweedeklar-kaartjie vir hom en elke lid van sy huisgesin in, wyl terugbetaling van vervoerkoste vir persoonlike besittings tot by Walvisbaai teen die goedkoopste moontlike tarief en op die eienaar se risiko.

(2) Onderhoudstoelae soos voorgeskryf by reël 46 (1) word betaal slegs aan aangewerfde amptenare en hul huisgesinne vir die tydperk wat die reis na Walvisbaai noodsaaklikerwys in beslag neem: Met dien verstande dat sodanige onderhoudstoelae geensins hoër mag wees as die uitgawe wat die aangewerfde amptenaar en sy huisgesin sou aangegaan het as hulle per spoor gereis het nie. Voordat 'n aangewerfde amptenaar sy reis na Walvisbaai begin, moet hy die Raad se goedkeuring verkry ten opsigte van die vervoermiddel wat hy en/of sy huisgesin gaan gebruik.

(3) Amptenare wie se kinders geregtig is op die Suid-Afrikaanse Spoorweë se konsessietariewe vir kinders jonger as 16 jaar, word die koste van sodanige konsessiekaartjies as hul reistoelae terugbetaal. Amptenare ontvang die helfte van die betrokke onderhoudstoelae vir elke kind jonger as 12 jaar.

44. Die Raad betaal onderhoudstoelae soos bepaal by reël 46 (1) asook vervoertoelae aan lede van sy personeel wat konferensies of ander geleenthede van die Raad amptshalwe bywoon. Wanneer 'n reis per spoor geskied, sluit die vervoer, by gesalarieerde personeel, eersteklas-retourkaartjies, en by dagloners tweedeklas-retourkaartjies in, en wanneer 'n reis per lug geskied, eersteklas-retourkaartjies vir alle amptenare onderhevig aan die vooraf verkreepte goedkeuring van die Raad oor die vervoermiddel wat gebruik gaan word: Met dien verstande dat wanneer die Raad toestem dat 'n amptenaar sy eie private voertuig op 'n reis buite die munisipale grense van Walvisbaai gebruik, hy 'n myltoelae gelykstaande aan dié wat die Administrasie van Suidwes-Afrika aan sy amptenare betaal, aan sodanige amptenaar betaal: Met dien verstande voorts dat waar 'n sodanige amptenaar 'n maandelikse vervoertoelae vir sy gewone amptpligte ontvang, hy gedurende sy afwesigheid in sodanige diens (sien reël 11 (3)) geen maandelikse vervoertoelae ontvang nie.

45. Vervoer sluit in redelike kruiters- en huurmotor-uitgawes wat inderdaad en noodsaaklikerwys aangegaan is.

*Onderhoudstariewe:*

46. Die Raad betaal onderhoudstoelae op die volgende skaal aan amptenare terwyl hulle weens pligte van hul hoofkwartiere afwesig is:—

(1) £1.11.6 per dag van 24 uur of pro rata vir 'n deel van 'n dag.

(2) Waar die omstandighede van 'n saak 'n afwyking van die bepalings van hierdie reëls regverdig, kan die Raad na eie goeddunke die betaling van uitgawes of toelae wat hy goevind, magtig.

(3) Elke aansoek om onderhouds- en vervoertoelae moet skriftelik deur die applikant ingedien word, en die applikant moet waar nodig sy aansoek ondersteun met kwitanties of ander bewysings, ten genoë van die Raad wie se besluit afdoenig is.

*Maandelikse Vervoertoelae:*

47. Onderhevig aan die bepalings van reël 11 (3) ontvang 'n amptenaar wat sy private motorvoertuig gereeld in die loop van sy amptpligte binne die munisipale gebied moet gebruik, vir sodanige gebruik 'n maandelikse vervoertoelae wat die Raad by raadsbesluit vasstel: Met dien verstande dat sodanige amptenaar nie geregtig is op so 'n maandelikse vervoertoelae nie, tensy hy sy motorvoertuig met 'n versekeringspolis ten genoë van die Raad verseker het, en ook 'n welike versekeringspolis teen derde-party risiko uitgeneem het: Met dien verstande voorts dat die Raad 50 persent van alle premies bydra wat sodanige amptenaar aan die versekeringsmaatskappy uit hoofde van voormelde versekeringspolisse moet betaal.

**Travelling Expenses while on Leave:**

49. Any European employee of the Municipality proceeding on leave to any place outside the district of Swakopmund shall be entitled once in every calendar year to be paid, prior to departure, a sum equal to the amount of a first-class return rail fare for himself, and half first-class rail fare for his wife and children up to the age of sixteen years not in employment, between Walvis Bay and the Railway Station nearest to the place where such leave is to be spent, irrespective of whether the journey is undertaken by rail or any other means of conveyance.

Provided that should such leave be spent at any place beyond De Aar, the amount payable under this rule shall not exceed the amount of the relative return rail fares to De Aar.

Provided further that for the purpose of this rule any married woman in the employ of the Municipality, shall be considered as a single person without children.

**Reistoelae vir Verlof:**

48. Enige blanke werknemer van die Munisipaliteit wat met verlof gaan na enige plek buite die distrik Swakopmund is geregtig om eenmaal elke kalenderjaar betaal te word, voor sy verlof, 'n bedrag gelyk aan 'n eersteklas retoerspoorwegkaartjie vir homself en 'n halwe eersteklas retoerspoorwegkaartjie vir sy vrou en kinders 16 jaar oud en onder wat nie werksaam is nie, tussen Walvisbaai en die spoorwegstasie naaste aan die plek waar sodanige verlof deurgebring word, afgesien daarvan of die reis per trein of enige middel van vervoer onderneem word:

Met dien verstande dat as sodanige verlof anderkant De Aar deurgebring word, die bedrag wat betaalbaar is onder hierdie reël nie die bedrag ten opsigte van 'n retoerspoorwegkaartjie na De Aar moet oorskry nie.

Met dien verstande verder dat, vir die doel van hierdie reël, enige getroude vrou in diens van die Munisipaliteit, beskou moet word as 'n ongetroude persoon sonder kinders.

No. 360.]

[1st December, 1952.

**PRICE CONTROL.****MAXIMUM PRICES OF CIGARETTES.**

In terms of regulation 3 of War Measure No. 49 of 1946, I, Frederick Viljoen Ashpole, Price Controller, do hereby amend Government Notice No. 299 of 15th October, 1952 (Maximum Prices of Cigarettes) by the insertion in the Schedule thereto of the following new brand of cigarettes:—

Brand	Maximum Prices for Packing of—		
	10.	20.	50.
	s. d.	s. d.	s. d.
Westminster "85"	—	1 6	3 9

F. V. ASHPOLE,  
Price Controller.

NOTE.—The effect of this notice is to introduce maximum prices for Westminster "85" cigarettes.

No. 361.]

[1st December, 1952.

**PRICE CONTROL.****MAXIMUM PRICES OF LUCERNE AND LUCERNE MEAL.**

In terms of regulation 3 of War Measure No. 49 of 1946, I, Frederick Viljoen Ashpole, Price Controller, do hereby further amend Government Notice No. 92 of 29th January, 1951 (Maximum Prices of Lucerne and Lucerne Meal), as amended by Government Notice No. 295 of 15th October, 1952, by the addition of the following new paragraph 8:—

8. Prescribe that, as from 1st May, 1953, to 30th September, 1953, *three pence* per 100 lb. may be added to the prices fixed in paragraphs 1, 2 and 4 above.

F. V. ASHPOLE,  
Price Controller.

NOTE.—The effect of this notice is to increase the maximum prices of lucerne by 3d. per 100 lb. during the winter season.

No. 362.]

[1st December, 1952.

**PRICE CONTROL.****MAXIMUM PRICES OF GROCERIES — MATCHES.**

In terms of regulation No. 3 of War Measure No. 49 of 1946, I, Frederick Viljoen Ashpole, Price Controller, do hereby:

- (1) Further amend Government Notice No. 100 of 29th January, 1951 (Maximum Prices of Groceries) by the substitution of the Items 9 — Matches — of the Second, Third and Fourth Schedules hereto for the corresponding Items 9 — Matches — of the Second, Third and Fourth Schedules thereto.

No. 360.]

[1 Desember 1952.

**PRYSBEHEER.****MAKSIMUM PRYSE VAN SIGARETTE.**

Ek, Frederick Viljoen Ashpole, Pryskontroleur handelende kragtens regulasie 3 van Oorlogsmaatreël No. 49 van 1946, wysig Goewermentskennisgewing No. 299 van 15 Oktober 1952 (Maksimum Pryse van Sigarette) hierby deur die volgende nuwe merk sigarette in die Bylae daarvan in te voeg:—

Merk.	Maksimum pryse per verpakking van—		
	10.	20.	50.
	s. d.	s. d.	s. d.
Westminster „85"	—	1 6	3 9

F. V. ASHPOLE,  
Pryskontroleur.

OPMERKING.—Die uitwerking van hierdie kennisgewing is dat maksimum pryse vir Westminster „85" sigarette ingestel word.

No. 361.]

[1 Desember 1952.

**PRYSBEHEER.****MAKSIMUM PRYSE VAN LUSERN EN LUSERNMEEL.**

Ek, Frederick Viljoen Ashpole, Pryskontroleur, handelende kragtens regulasie 3 van Oorlogsmaatreël No. 49 van 1946, wysig Goewermentskennisgewing No. 92 van 29 Januarie 1951 (Maksimum Pryse van Lusern en Lusernmeel), soos gewysig by Goewermentskennisgewing No. 295 van 15 Oktober 1952, hierby verder deur die volgende nuwe paragraaf 8 daaraan toe te voeg:—

8. Van 1 Mei 1953 tot 30 September 1953 mag drie pennies per 100 lb. by die pryse wat in paragraaf 1, 2 en 4 hierbo vasgestel is, gevoeg word.

F. V. ASHPOLE,  
Pryskontroleur.

OPMERKING.—Die uitwerking van hierdie kennisgewing is dat die maksimum pryse van lusern met 3d. per 100 lb. verhoog word gedurende die winterseisoen.

No. 362.]

[1 Desember 1952.

**PRYSBEHEER.****MAKSIMUM PRYSE VAN KRUIDENIERSWARE — VUURHOUTJIES.**

Ek, Frederick Viljoen Ashpole, Pryskontroleur handelende kragtens regulasie 3 van Oorlogsmaatreël No. 49 van 1946:

- (1) Wysig Goewermentskennisgewing No. 100 van 29 Januarie 1951 (Maksimum Pryse van Kruideniersware) hierby verder deur Items 9 — Vuurhoutjies — van die Tweede, die Derde en die Vierde Bylae hiervan in die plek te stel van die ooreenstemmende Items 9 — Vuurhoutjies — van die Tweede, die Derde en die Vierde Bylae daarvan.

(2) Withdraw Government Notice No. 151 of 13th February, 1951, relating to the Maximum Prices of Groceries — Matches.

F. V. ASHPOLE,  
Price Controller.

NOTE: The effect of this notice is to increase the maximum retail price of matches by 1d. per packet due to the necessity of using a larger proportion of imported wood of which the prices have risen considerably. The maximum retail price per single small or large box remains unchanged.

(2) Herroep Gocwermentskennisgewing No. 151 van 13 Februarie 1951 wat betrekking het op die Maksimum Pryse van Kruideniersware — Vuurhoutjies.

F. V. ASHPOLE,  
Pryscontroleur.

OPMERKING: Die uitwerking van hierdie kennisgewing is dat die maksimum kleinhandelpryse van vuurhoutjies met 1d per pakkie verhoog is weens die noodsaaklikheid om meer ingevoerde hout te gebruik, waarvan die pryse aansienlik gestyg het. Die maksimum kleinhandelprys van 'n enkel klein of groot dosie bly onveranderd.

SECOND SCHEDULE.

MANUFACTURER'S MAXIMUM PRICES.

ITEM No. 9 — MATCHES.	Per Gross.	
	s.	d.
(1) Small:—		
(a) At Cape Town, Durban, East London, Mossel Bay and Port Elizabeth and at places that are up to and including 25 miles from the railway station at Cape Town, Durban, East London, Mossel Bay or Port Elizabeth, whichever is the nearest . . . . .	7	4½
(b) At places that are more than 25 miles up to and including 80 miles from the railway station at Cape Town, Durban, East London, Mossel Bay or Port Elizabeth which ever is the nearest . . . . .	7	6
(c) At places that are more than 80 miles up to and including 200 miles from the railway station at Cape Town, Durban, East London, Mossel Bay or Port Elizabeth, whichever is the nearest . . . . .	7	7½
(d) At places that are more than 200 miles up to and including 300 miles from the railway station at Cape Town, Durban, East London, Mossel Bay or Port Elizabeth, whichever is the nearest . . . . .	7	9½
(e) On the Witwatersrand, at Pretoria and at places that are more than 300 miles up to and including 400 miles from the railway station at Cape Town, Durban, East London, Mossel Bay or Port Elizabeth, whichever is the nearest . . . . .	7	10½
(f) At places, other than the Witwatersrand and Pretoria, that are more than 400 miles up to and including 550 miles from the railway station at Cape Town, Durban, East London, Mossel Bay or Port Elizabeth, whichever is the nearest . . . . .	8	0
(g) Elsewhere . . . . .	8	1
(2) Large:—		
(a) At Cape Town, Durban, East London, Mossel Bay, Port Elizabeth and places that are up to and including 25 miles from the railway at Cape Town, Durban, East London, Mossel Bay or Port Elizabeth, whichever is the nearest . . . . .	10	6
(b) At places that are more than 25 miles up to and including 80 miles from the railway station at Cape Town, Durban, East London, Mossel Bay or Port Elizabeth, whichever is the nearest . . . . .	10	8
(c) At places that are more than 80 miles up to and including 200 miles from the railway station at Cape Town, Durban, East London, Mossel Bay or Port Elizabeth, whichever is the nearest . . . . .	10	11
(d) At places that are more than 200 miles up to and including 300 miles from the railway station at Cape Town, Durban, East London, Mossel Bay or Port Elizabeth, whichever is the nearest . . . . .	11	2
(e) On the Witwatersrand, at Pretoria and at places that are more than 300 miles up to and including 400 miles from the railway station at Cape Town, Durban, East London, Mossel Bay or Port Elizabeth, whichever is the nearest . . . . .	11	3

TWEDE BYLAE.

MAKSIMUM FABRIKANTSPRYS.

ITEM No. 9 — VUURHOUTJIES.	Per Gros.	
	s.	d.
(1) Klein:—		
(a) In Kaapstad, Durban, Oos-London, Mosselbaai en Port Elizabeth en op plekke wat tot en met 25 myl van die spoorwegstasie in Kaapstad, Durban, Oos-London, Mosselbaai of Port Elizabeth, naamlik die naaste geleë is . . . . .	7	4½
(b) Op plekke wat meer as 25 myl tot en met 80 myl van die spoorwegstasie in Kaapstad, Durban, Oos-London, Mosselbaai of Port Elizabeth, naamlik die naaste geleë is . . . . .	7	6
(c) Op plekke wat meer as 80 myl tot en met 200 myl van die spoorwegstasie in Kaapstad, Durban, Oos-London, Mosselbaai of Port Elizabeth naamlik die naaste geleë is . . . . .	7	7½
(d) Op plekke wat meer as 200 myl tot en met 300 myl van die spoorwegstasie in Kaapstad, Durban, Oos-London, Mosselbaai of Port Elizabeth, naamlik die naaste geleë is . . . . .	7	9½
(e) Aan die Witwatersrand, in Pretoria en op plekke wat meer as 300 myl tot en met 400 myl van die spoorwegstasie in Kaapstad, Durban, Oos-London, Mosselbaai of Port Elizabeth, naamlik die naaste geleë is . . . . .	7	10½
(f) Op plekke, uitgesonderd aan die Witwatersrand en Pretoria, wat meer as 400 myl tot en met 500 myl van die spoorwegstasie in Kaapstad, Durban, Oos-London, Mosselbaai of Port Elizabeth, naamlik die naaste geleë is . . . . .	8	0
(g) Elders . . . . .	8	1
(2) Groot:—		
(a) In Kaapstad, Durban, Oos-London, Mosselbaai en Port Elizabeth en op plekke wat tot en met 25 myl van die spoorwegstasie in Kaapstad, Durban, Oos-London, Mosselbaai of Port Elizabeth, naamlik die naaste geleë is . . . . .	10	6
(b) Op plekke wat meer as 25 myl tot en met 80 myl van die spoorwegstasie in Kaapstad, Durban, Oos-London, Mosselbaai of Port Elizabeth, naamlik die naaste geleë is . . . . .	10	8
(c) Op plekke wat meer as 80 myl tot en met 200 myl van die spoorwegstasie in Kaapstad, Durban, Oos-London, Mosselbaai of Port Elizabeth naamlik die naaste geleë is . . . . .	10	11
(d) Op plekke wat meer as 200 myl tot en met 300 myl van die spoorwegstasie in Kaapstad, Durban, Oos-London, Mosselbaai of Port Elizabeth, naamlik die naaste geleë is . . . . .	11	2
(e) Aan die Witwatersrand, in Pretoria en op plekke wat meer as 300 myl tot en met 400 myl van die spoorwegstasie in Kaapstad, Durban, Oos-London, Mosselbaai of Port Elizabeth, naamlik die naaste geleë is . . . . .	11	3

	Per Gross. s. d.
(f) At places, other than the Witwatersrand and Pretoria, that are more than 400 miles up to and including 550 miles from the railway station at Cape Town, Durban, East London, Mossel Bay or Port Elizabeth, whichever is the nearest . . . . .	11 5½
(g) Elsewhere . . . . .	11 7

	Per Gross. s. d.
(f) Op plekke, uitgesonderd aan die Witwatersrand en Pretoria, wat meer as 400 myl tot en met 550 myl van die spoorwegstasie in Kaapstad, Durban, Oos-London, Mosselbaai of Port Elizabeth, naamlik die naaste, geleë is . . . . .	11 5½
(g) Elders . . . . .	11 7

THIRD SCHEDULE.  
MAXIMUM WHOLESALE PRICES.

ITEM No. 9 — MATCHES.

	Per Gross. s. d.
(1) Small:— At any place in the Mandated Territory of South West Africa . . . . .	8 0½
(2) Large:— At any place in the Mandated Territory of South West Africa . . . . . Plus railrage actually charged the buyer by the S.A.R. & H. Administration from the factory to the place of sale.	11 6

FOURTH SCHEDULE.  
MAXIMUM RETAIL PRICES.

ITEM No. 9 — MATCHES.

	s. d.
(1) Small Boxes:— At any place in the Mandated Territory of South West Africa —	— 1
(2) Large:—	
Per Single Box . . . . .	— 1¾
Per 2 Boxes . . . . .	— 3½
Per 3 Boxes . . . . .	— 5
Per 4 Boxes . . . . .	— 6½
Per 5 Boxes . . . . .	— 7½
Per 6 Boxes . . . . .	— 9
Per 7 Boxes . . . . .	— 10
Per 8 Boxes . . . . .	— 11½
Per 9 Boxes . . . . .	1 1
Per 10 Boxes . . . . .	1 2½
Per 11 Boxes . . . . .	1 4
Per 12 Boxes . . . . .	1 5½

No. 363.] [1st December, 1952.

PRICE CONTROL.

MAXIMUM PRICES OF GALVANISED CORRUGATED SHEETS.

In terms of regulation 3 of War Measure No. 49 of 1946, I, Frederick Viljoen Ashpole, Price Controller, do hereby:—

(1) Amend Government Notice No. 261 of 1st June, 1951, by the substitution of paragraph 1 hereof for paragraph 1 thereof:—

1. Fix the maximum price at which a new galvanised corrugated sheet gauge No. 24, of any length exceeding 5 feet up to and including 12 feet, manufactured in the Union —

(a) may be sold by an original purchaser to a reseller as follows:—

- (i) If the sheet is of eight three-inch corrugations, at 18<sup>3</sup>/<sub>100</sub>d per linear foot;
- (ii) if the sheet is of ten three-inch corrugations, at 21<sup>11</sup>/<sub>100</sub>d per linear foot;

(b) may, except in the case of a sale by an original purchaser to a reseller, be sold by any person to any other person as follows:—

- (i) If the sheet is of eight three-inch corrugations, at 19<sup>2</sup>/<sub>100</sub>d per linear foot;
- (ii) if the sheet is of ten three-inch corrugations, at 23d per linear foot.

DERDE BYLAE.  
MAKSIMUM GROOTHANDELPRYSE.

ITEM No. 9 — VUURHOUTJIES.

	Per Gross. s. d.
(1) Klein:— Op enige plek in die Mandaatgebied Suidwes-Afrika . . . . .	8 0½
(2) Groot:— Op enige plek in die Mandaatgebied Suidwes-Afrika . . . . . Plus spoorvrage werklik van die koper verlang deur die S.A.S. & H. Administrasie vanaf die fabriek na die plek van verkoop.	11 6

VIERDE BYLAE.

MAKSIMUM KLEINHANDELPRYSE.

ITEM No. 9 — VUURHOUTJIES.

	s. d.
(1) Klein:— Op enige plek in die Mandaatgebied Suidwes-Afrika. Per een tot twaalf dosies teen 1d per dosie.	
(2) Groot:—	
Per enkeldosie . . . . .	— 1¾
Per 2 dosies . . . . .	— 3½
Per 3 dosies . . . . .	— 5
Per 4 dosies . . . . .	— 6½
Per 5 dosies . . . . .	— 7½
Per 6 dosies . . . . .	— 9
Per 7 dosies . . . . .	— 10
Per 8 dosies . . . . .	— 11½
Per 9 dosies . . . . .	1 1
Per 10 dosies . . . . .	1 2½
Per 11 dosies . . . . .	1 4
Per 12 dosies . . . . .	1 5½

No. 363.] [1 Desember 1952.

PRYSEBEHEER.

MAKSIMUM PRYSE VAN GEGALVANISEERDE GEGOLFDE SINKPLATE.

Ek, Frederiek Viljoen Ashpole, Pryscontroleur, handelende kragtens regulasie 3 van Oorlogsmaatregel No. 49 van 1946:—

(1) Wysig hierby Goewermentskennisgewing No. 261 van 1 Junie 1951 (Maksimum Pryse van Gegalvaniseerde Gegolfde Sinkplate) deur paragraaf 1 daarvan te vervang deur paragraaf 1 hiervan:—

1. Die maksimum pryse waarteen 'n nuwe gegalvaniseerde gegolfde sinkplaat, dikte No. 24, van enige lengte bo 5 voet tot en met 12 voet, vervaardig binne die Unie —

(a) deur 'n oorspronklike koper aan 'n herverkoper verkoop mag word, is soos volg:—

- (i) As dit 'n plaat van agt drieduimsgolwings is, 18<sup>3</sup>/<sub>100</sub>d per lengtevoet;
- (ii) as dit 'n plaat van tien drieduimsgolwings is, 21<sup>11</sup>/<sub>100</sub>d per lengtevoet;

(b) deur enige persoon aan enige ander persoon verkoop mag word, behalwe in die geval van 'n verkoop deur 'n oorspronklike koper aan 'n herverkoper, is as volg:—

- (i) As dit 'n plaat van agt drieduimsgolwings is, teen 19<sup>2</sup>/<sub>100</sub>d per lengtevoet;
- (ii) as dit 'n plaat van tien drieduimsgolwings is, teen 23d per lengtevoet;

Provided that to the foregoing prices there may be added the actual cost of transportation from the source of supply to the premises of the seller, and also two-sixteenths of a penny per linear foot per twenty-five miles or portion thereof in respect of road transportation to the seller's premises from the station or siding to which the sheets are consigned, where such premises are not less than five miles from such station or siding.

- (2) Withdraw Government Notice No. 143 of 15th May, 1952 (Maximum Prices of Galvanised Sheets.)

F. V. ASHPOLE,  
Price Controller.

NOTE: The effect of this notice is to reduce the maximum prices of galvanised corrugated sheets. The decrease is due to the lower costs of raw materials used in the manufacture of the sheets.

Met dien verstande dat bogenoemde pryse verhoog mag word met die werklike koste aangegeen i.v.m. die vervoer van die lewerings-bron af na die perseel van die verkoper, asook met twee-estiendes van 'n penning per lengte voet vir elke vyf-en-twintig myl of deel daarvan ten opsigte van padvervoer na die verkoper se perseel van die stasie of sylyn af waarheen die plate gestuur word, waar die perseel nie minder as vyf myl van die stasie of sylyn geleë is nie.

- (2) Herroep hierby Goewernments-kennissgewing No. 143 van 15 Mei 1952 (Maksimum Pryse van Gegalvaniseerde Gegolde Sinkplate).

F. V. ASHPOLE,  
Pryskontroleur.

OPMERKING: Die uitwerking van hierdie kennisgewing is dat die maksimum pryse van gegalvaniseerde gegolde sinkplate verlaag is. Die vermindering is te wyte aan die laer kospryse van grondstowwe wat gebruik word by die vervaardiging van sinkplate.

No. 364.] [1st December, 1952.

PRICE CONTROL.

MAXIMUM PRICES OF GROCERIES — SOAP.

In terms of regulation 3 of War Measure No. 49 of 1946, I, Frederick Viljoen Ashpole, Price Controller, hereby:—

- (1) further amend Government Notice No. 100 of 29th January, 1951 (Maximum Prices of Groceries) by the deletion of item No. 13 from the Second Schedule and of item No. 14 from the Third and Fourth Schedules thereof, and by the deletion of item No. 22 (Soap) from the Fifth Schedule thereto, and
- (2) withdraw Government Notices Nos. 237 of 8th May, 1951, 10 of 2nd January, 1952, 183 of 16th June, 1952 (Maximum Prices of Soap).

F. V. ASHPOLE,  
Price Controller.

NOTE: The effect of this notice is to decontrol the prices of soap.

No. 364.] [1 Desember 1952.

PRYSBEHEER.

MAKSIMUM PRYSE VAN KRUIDENIERSWARE — SEEP.

Ek, Frederick Viljoen Ashpole, Pryskontroleur, handelende kragtens regulasie 3 van Oorlogsmaatreël No. 49 van 1946:—

- (1) wysig Goewernmentskennissgewing No. 100 van 29 Januarie 1951 (Maksimum Pryse van Kruideniersware) hierby verder deur item 13 van die Tweede Bylae en item No. 14 van die Derde en Vierde Bylae daarvan te skrap en deur item No. 22 (Seep) te skrap uit die Vyfde Bylae daarvan, en
- (2) herroep hierby Goewernmentskennissgewing Nos. 237 van 8 Mei 1951, 10 van 2 Januarie 1952, 183 van 16 Junie 1952 (Maksimum Pryse van Seep).

F. V. ASHPOLE,  
Pryskontroleur.

OPMERKING: Die uitwerking van hierdie kennisgewing is dat die pryse van seep van beheer vrygestel word.

No. 365.] [1st December, 1952.

PRICE CONTROL.

MAXIMUM PRICES FOR COAL.

In terms of regulations 3 and 9 of War Measure No. 49 of 1946, I, Frederick Viljoen Ashpole, Price Controller, do hereby throughout the Mandated Territory of South West Africa and the port and settlement of Walvis Bay:—

1. Subject to the provisions of paragraph 2 hereof fix the maximum price at which any person, hereinafter referred to as the seller, may sell any coal to any other person at the price ordinarily charged by the seller during the month of August, 1951, for like or similar coal to like or similar persons, increased by an amount equivalent to 4d per 200 lbs. in the case of Transvaal and Orange Free State Coal and 5d per 200 lbs. in the case of Natal Coal, or, if during the said period the seller did not sell like or similar coal or did not sell it to like or similar persons, at the price ordinarily charged during the said month for like or similar coal sold to like or similar persons by a seller of coal in the same or nearest locality increased by an amount equivalent to 4d per 200 lbs. in the case of Transvaal and Orange Free State Coal and 5d per 200 lbs. in the case of Natal Coal.

2. Fix 9d per ton as the maximum amount that any person dealing in truck trade may add to the collieries net invoiced price of coal for the purpose of determining the maximum price at which such person may sell such coal in truck load quantities.

3. Direct that all prices referred to or specified in paragraph 1 hereof shall be inclusive of all delivery charges.

No. 365.] [1 Desember 1952.

PRYSBEHEER.

MAKSIMUM PRYSE VAN STEENKOOI.

Ek, Frederick Viljoen Ashpole, Pryskontroleur, handelende kragtens regulasies 3 en 9 van Oorlogsmaatreël No. 49 van 1946, bepaal hierby vir die Mandatgebied Suidwes-Afrika en die hawe en nedersetting Walvisbaai as volg:—

1. Onderworpe aan die bepaling van paragraaf 2 hiervan, is die maksimum prys waarteen iemand, hierna genoem die verkoper, steenkool aan iemand anders mag verkoop, die prys wat gewoonlik deur die verkoper gedurende die maand Augustus 1951 vir eenderse of soortgelyke steenkool gevra is wanneer dit aan eenderse of soortgelyke persone verkoop is, verhoog met 'n bedrag gelykstaande aan 4d. per 200 lb. in die geval van Transvaalse en Orange-Vrystaatse steenkool en 5d. per 200 lb. in die geval van Natalse steenkool, of, indien die verkoper nie gedurende genoemde tydperk eenderse of soortgelyke steenkool verkoop het, of dit nie aan eenderse of soortgelyke persone verkoop het nie, die prys wat gewoonlik gedurende genoemde maand vir eenderse of soortgelyke steenkool aan eenderse of soortgelyke persone gevra is deur 'n verkoper van steenkool in dieselfde of naaste omgewing, verhoog met 'n bedrag gelykstaande aan 4d. per 200 lb. in die geval van Transvaalse en Orange-Vrystaatse steenkool en 5d. per 200 lb. in die geval van Natalse steenkool.

2. Die maksimum bedrag wat iemand wat „trokhandel” dryf by die steenkoolmyne se netto faktuurprys van steenkool mag voeg ten einde die maksimum prys te bereken waarteen so iemand sodanige steenkool in trokvrage-hoeveelheid mag verkoop, is 9d. per ton.

3. Alle pryse wat in paragraaf 1 hiervan genoem of aangegee word, sluit alle aflewingskoste in.

4. Direct that for the purposes of this Notice — "dealer" includes a purchaser and a distributor, and an association of purchasers or distributors of coal; "truck trade" relates to coal ordered by any person in truck loads from a colliery for direct despatch by rail to a retail distributor of coal or to a consumer.

5. Withdraw Government Notice No. 70 of 29th January, 1951, relating to the maximum prices of coal.

F. V. ASHPOLE,  
Price Controller.

NOTE: The effect of this Notice is to increase the maximum price of coal by 4d per 200 lbs. in the case of Transvaal and Orange Free State Coal and by 5d per 200 lbs. in the case of Natal Coal.

No. 366.] [1st December, 1952.

PRICE CONTROL.

MAXIMUM PRICES OF "EVEREADY" AND OTHER SIMILAR PRODUCTS.

In terms of regulation 3 of War Measure No. 49 of 1946, I, Frederick Viljoen Ashpole, Price Controller, do hereby further amend Government Notice No. 104 of 15th April, 1952 (Maximum Prices of "Eveready" and other Similar Products) by the addition of the following item to the Schedule thereto under the heading Flashlights and Lanterns:—

Column 1.	Column 2.	Column 3.
Distinctive Numbers, Name or Type.	Zone 1. Maximum Price. Each.	Zone 2. Maximum Price. Each.
1987 . . . . .	s. d. 60 0	s. d. 60 0

F. V. ASHPOLE,  
Price Controller.

NOTE.—The purpose of this notice is to fix a maximum selling price for a new type of "Eveready" lantern.

No. 367.] [1st December, 1952.

PRICE CONTROL.

EXEMPTIONS FROM PRICE CONTROL REGULATIONS (DECONTROL OF PRICES).

In terms of regulation 12 of War Measure No. 49 of 1946, I, Frederick Viljoen Ashpole, Price Controller, hereby amend Government Notice No. 341 of 1st August, 1951 (Exemptions from Price Control Regulations—Decentral of Prices)—

1. by the substitution of the item "Brushes (tooth, dental plate, shaving, hair, nail and clothes)" for the item "Brushes (tooth, dental plate, shaving, hair and nail)" in the Schedule thereto; and
2. by the substitution of the item "Ornaments, vases and fancy goods" for the item "Ornaments and fancy goods" in the Schedule thereto.

F. V. ASHPOLE,  
Price Controller.

NOTE.—The purpose of this notice is to add clothes brushes and vases to the list of decontrolled articles in the Schedule to the relative notice.

No. 368.] [1st December, 1952.

PRICE CONTROL.

MAXIMUM PRICES OF PHARMACEUTICAL PREPARATIONS (AMENDMENT No. 2).

In terms of regulation 3 of War Measure No. 49 of 1946, I, Frederick Viljoen Ashpole, Price Controller, do hereby:—

4. Vir die toepassing van hierdie kennisgewing beteken „handelaar” ook ’n koper of distribuerder en ’n vereniging van kopers en distribuerders van steenkool; het „trokhandel” betrekking op steenkool wat deur enig-en in trokvrage van ’n steenkoolmyn bestel word vir regstreekse versending per spoor aan ’n kleinhandeldistribuerder van steenkool of aan ’n verbruiker.

5. Goewermentskennisgewing No. 70 van 29 Januarie 1951, betreffende die maksimum pryse van steenkool word hierby herroep.

F. V. ASHPOLE,  
Pryskontroleur.

OPMERKING: Die uitwerking van hierdie kennisgewing is dat die maksimum pryse van Transvaalse en Oranjevrystaatse steenkool met 4d. per 200 lb. verhoog word en met 5d. per 200 lb. in die geval van Natalse steenkool.

No. 366.] [1 Desember 1952.

PRYSBEHEER.

MAKSIMUM PRYSE VAN „EVEREADY”- EN ANDER SOORTGELYKE PRODUKTE.

Ek, Frederick Viljoen Ashpole, Pryskontroleur handelende kragtens regulasie 3 van Oorlogsmaatregel No. 49 van 1946 wysig Goewermentskennisgewing No. 104 van 15 April 1952 (Maksimum Pryse van „Eveready”- en ander Soortgelyke Produkte) hierby verder deur die volgende item by die Bylae daarvan te voeg onder die hoof flits (Toortse) en Lanterns:—

Kolom 1.	Kolom 2.	Kolom 3.
Onderskeidende nommer, naam of tipe.	Streek 1. Maksimum prys Elk.	Streek 2. Maksimum prys. Elk.
1987 . . . . .	s. d. 60 0	s. d. 60 0

F. V. ASHPOLE,  
Pryskontroleur.

OPMERKING.—Die uitwerking van hierdie kennisgewing is dat ’n maksimum verkoopprijs vir ’n nuwe tipe Eveready-lantern vasgestel is.

No. 367.] [1 Desember 1952.

PRYSBEHEER.

VRYSTELLING VAN PRYSBEHEERREGULASIES (VRYSTELLING VAN PRYSE).

Ek, Frederick Viljoen Ashpole, Pryskontroleur, handelende kragtens regulasie 12 van Oorlogsmaatregel No. 49 van 1946, wysig Goewermentskennisgewing No. 341 van 1 Augustus 1951 (Vrystelling van Prysbeheerregulasies—Vrystelling van Pryse), hierby—

1. deur die item „Borsels (tande-, tandeplaat-, skeer-, haar-, nael- en klere-)" in die plek te stel van die item „Borsels (tande-, tandeplaat-, skuur-, haar- en nael-)" in die Bylae daarvan; en
2. deur die item „Versiersels, vase en fantasieware" in die plek te stel van die item „Versiersels en fantasieware" in die Bylae daarvan.

F. V. ASHPOLE,  
Pryskontroleur.

OPMERKING.—Die uitwerking van hierdie kennisgewing is om klereborsels en vase by die lys van vrygestelde goedere in die Bylae van die betrokke kennisgewing te voeg.

No. 368.] [1 Desember 1952.

PRYSBEHEER.

MAKSIMUM PRYSE VAN FARMASEUTIESE PREPARATE (WYSIGING No. 2).

Ek, Frederick Viljoen Ashpole, Pryskontroleur, handelende kragtens regulasie 3 van Oorlogsmaatregel No. 49 van 1946, bepaal hierby as volg:—

1. Substitute the prices specified in columns 1 and 2 of Part A of the Schedule hereto for the prices of the same goods specified in columns 1 and 2 respectively of the Schedule to Government Notice No. 281 of 1st October, 1952 (Maximum Prices of Pharmaceutical Preparations) as amended.
2. Add to the Schedule to the aforesaid notice the names of the preparations and the prices in respect thereof specified in Part B of the Schedule hereto.

F. V. ASHPOLE,  
Price Controller.

NOTE.—The effect of this notice is to substitute the prices specified in Part A of the following Schedule for the previously gazetted prices of the articles in question, and to add the prices specified in Part B.

SCHEDULE.

PART A.

ALTERATIONS TO THE SCHEDULE TO GOVERNMENT NOTICE No. 281 OF 1st OCTOBER, 1952.

	Column 1.		Column 2.	
	Dozen.	Each.	s. d.	s. d.
Hake liver oil—				
Bottles, 6 oz. . . . .	32	6	3	9
Homocœa—				
Large . . . . .	45	3	5	0
Horlick's—				
Malted milk, No. 1 . . . . .	38	9	4	0
Malted Milk, No. 2 . . . . .	65	5	6	8
Walker's blocketts—				
"B" . . . . .	38	0	4	4
"A" . . . . .	28	0	3	2

PART B.

ADDITION TO THE SCHEDULE TO GOVERNMENT- NOTICE No. 281 OF 1st OCTOBER, 1952.

	Column 1.		Column 2.	
	Dozen.	Each.	s. d.	s. d.
Schussler's—				
Tissue remedies . . . . .	27	0	3	0

No. 369.] [1st December, 1952.

PRICE CONTROL.

MAXIMUM PRICES OF BRONZE WELDING RODS.

In terms of regulation 3 of War Measure No. 49 of 1946, I, Frederick Viljoen Ashpole, Price Controller, do hereby, throughout the Mandated Territory of South West Africa and the port and settlement of Walvis Bay:—

1. Fix the maximum price at which a bronze welding rod, manufactured in the Union, that is of a diameter specified in the Schedule hereto, may be sold by any person to any other person, except in the case of sales by a dealer to another dealer at the price specified in the said Schedule, opposite such diameter.
2. Withdraw Government Notice No. 297 of 15th October, 1952 (Maximum Prices of Bronze Welding Rods).

F. V. ASHPOLE,  
Price Controller.

NOTE.—The effect of this notice is to reduce the prices of bronze welding rods manufactured in the Union by a further 1/2d. per lb. The reduction is due to the reduced cost of electrolytic zinc.

SCHEDULE.

	Maximum Price per lb.	
	s. d.	s. d.
3/8 inch . . . . .	4	4
5/16 inch and 1/2 inch . . . . .	4	4 1/2
3/16 inch . . . . .	4	5 1/2
5/32 inch . . . . .	4	6 1/2
1/8 inch . . . . .	4	8 1/2
1/16 inch . . . . .	5	1

1. Die pryse in onderskeidelik kolomme 1 en 2 van Deel A van die Bylae hiervan aangegee, vervang die pryse van dieselfde goedere wat aangegee is in onderskeidelik kolomme 1 en 2 van die Bylae van Goewermentskennisgewing No. 281 van 1 Oktober 1952 (Maksimum Pryse van Farmaseutiese Preparate), soos gewysig.
2. Die name van die preparate en die pryse daarvan wat in Deel B van die Bylae hiervan aangegee word, word toegevoeg aan die Bylae van voormelde kennisgewing.

F. V. ASHPOLE,  
Pryskontroleur.

OPMERKING.—Die uitwerking van hierdie kennisgewing is om die pryse wat in Deel A van die Bylae van hierdie kennisgewing gepubliseer is in die plek te stel van die pryse van die betrokke artikels wat voorheen gepubliseer is, en om die pryse wat in Deel B gepubliseer is, by te voeg.

BYLAE.

DEEL A.

WYSIGINGS VAN DIE BYLAE VAN GOEWERMENTS- KENNISGEWING No. 281 VAN 1 OKTOBER 1952.

	Kolom 1.		Kolom 2.	
	Dosyn.	Elk.	s. d.	s. d.
Hake-lewerolie—				
Bottels, 6 onse . . . . .	32	6	3	9
Homocœa—				
Groot . . . . .	45	3	5	0
Horlick se—				
Moutmelk, No. 1 . . . . .	38	9	4	0
Moutmelk, No. 2 . . . . .	65	5	6	8
Walker se blocketts—				
"B" . . . . .	38	0	4	4
"A" . . . . .	28	0	3	2

DEEL B.

TOEVOEGINGS AAN DIE BYLAE VAN GOEWERMENTS- KENNISGEWING No. 281 VAN 1 OKTOBER 1952.

	Kolom 1.		Kolom 2.	
	Dosyn.	Elk.	s. d.	s. d.
Schussler se—				
Weefselmiddel . . . . .	27	0	3	0

No. 369.] [1 Desember 1952.

PRYSBEHEER.

MAKSIMUM PRYSE VAN BRONSSWEISSTAWE.

Ek, Frederick Viljoen Ashpole, Pryskontroleur, handelende kragtens regulasie 3 van Oorlogsmaatregel No. 49 van 1946, bepaal hierby vir die Mandaatgebied Suidwes-Afrika en die hawe en nedersetting van Walvisbaai, as volg:—

1. Die maksimum prys waarteen 'n bronsweisstaf wat in die Unie vervaardig is en 'n deursnee het wat in die Bylae hiervan aangegee word, deur enigeen aan iemand anders verkoop mag word, behalwe in die geval van verkope deur 'n handelaar aan 'n ander handelaar, is die prys wat in vermelde Bylae teenoor sodanige deursnee aangegee word.
2. Goewermentskennisgewing No. 297 van 15 Oktober 1952 (Maksimum Pryse van Bronsweisstawe) word hierby ingetrek.

F. V. ASHPOLE,  
Pryskontroleur.

OPMERKING.—Die uitwerking van hierdie kennisgewing is om die pryse van bronsweisstawe wat in die Unie vervaardig is, met 'n verdere 1/2d. per pond te verminder. Die vermindering is toe te skryf aan die verminderde koste van elektrolitiese sink.

BYLAE.

	Maksimum prys per lb.	
	s. d.	s. d.
3/8 duim . . . . .	4	4
5/16 duim en 1/2 duim . . . . .	4	4 1/2
3/16 duim . . . . .	4	5 1/2
5/32 duim . . . . .	4	6 1/2
1/8 duim . . . . .	4	8 1/2
1/16 duim . . . . .	5	1

No. 370.]

[1st December, 1952.

REGISTRATION OF MOTOR VEHICLES:  
MAGISTERIAL DISTRICT OF TSUMEB.

It is hereby notified for general information that the Honourable the Administrator has, in terms of Section 4 of the Motor Vehicle and Wheel Tax Ordinance 1937 (No. 17 of 1937) assigned the letter "T" as a distinctive mark for the registration of Motor Vehicles for the Magisterial District of Tsumeb.

No. 370.]

[1 Desember 1952.

REGISTRASIE VAN MOTORVOERTUIG:  
MAGISTRAATSDISTRIK TSUMEB.

Dit word hiermee vir algemene inligting bekendgemaak dat Sy Edele die Administrateur, kragtens Artikel 4 van die Ordinance op Motorvoertuie en Wielbelasting 1937 (No. 17 van 1937) die letter „T” as 'n kenmerk vir die registrasie van motorvoertuie vir die Magistraatsdistrik Tsumeb, bepaal het.

No. 371.]

[1st December, 1952.

## REVENUE OFFICE — WINDHOEK.

It is hereby notified for general information that the Office of the Receiver of Revenue, Windhoek, will be opened in the Old Post Office Building, Kaiser Street, Windhoek, as a full Revenue Office for the transaction of all classes of revenue matters with effect from 1st December, 1952. The present Revenue Office situated in the Magistrate's Court Buildings will cease to function as from that date.

No. 371.]

[1 Desember 1952.

## INKOMSTE KANTOOR — WINDHOEK.

Hierby word vir algemene inligting bekendgemaak dat die kantoor van die Ontvanger van Inkomste, Windhoek, in die Ou Poskantoor Gebou, Kaiserstraat, Windhoek, met ingang van 1 Desember 1952 as 'n volledige Inkomstekantoor vir die verrigting van alle soorte inkomste sake geopen sal word. Die huidige Inkomstekantoor in die Magistraatshof Gebou sal ophou om te funksioneer vanaf daardie datum.

No. 372.]

[1st December, 1952.

It is hereby notified for general information that Mr. Stephanus Johannes Kempen has been appointed Receiver of Revenue, Windhoek, as from 1st December, 1952.

No. 372.]

[1 Desember 1952.

Hierby word vir algemene inligting bekendgemaak dat mr. Stephanus Johannes Kempen met ingang van 1 Desember 1952 as Ontvanger van Inkomste, Windhoek, aangestel is.

## General Notice.

(No. 95 of 1952.)

Notice is hereby given that I have appointed Francois Philippus Ahlers of Windhoek to be Deputy Sheriff of and for the Magisterial District of Windhoek with effect from 10th December, 1952.

Windhoek.

R. B. SCHICKERLING,  
*Sheriff of South West Africa.*

## Algemene Kennisgewing.

(No. 95 van 1952.)

Kennis geskied hiermee dat ek Francois Philippus Ahlers van Windhoek as Onder-balju van en vir die Magistraatsdistrik Windhoek met ingang vanaf 10 Desember 1952 aangestel het.

Windhoek.

R. B. SCHICKERLING,  
*Balju van Suidwes-Afrika.*

## TENDERS.

(No. 12 of 1952.)

## ADMINISTRATION OF SOUTH WEST AFRICA.

## WORKS BRANCH.

Tenders are hereby invited for the erection and completion of two houses at Outjo.

On payment of a deposit of £10.10.0, either in cash or bank-initialed cheque, copies of the documents and the tender form may be obtained from the Director of Works, Govt. Buildings (Room 144), Windhoek. This deposit will be refunded provided a *bona fide* tender is submitted and the drawings and specification are returned to the Director of Works within eight days from the date of deposit of tenders.

Sealed tenders endorsed "Tender No. 1133/52" will be received up to 11 a.m. on the 12th December, 1952, and are to be submitted on the official tender form to the Secretary, S.W.A. Tender Board, S.W.A. Administration Stores, Box 164, Windhoek.

The lowest or any tender will not necessarily be accepted nor will any reasons be given for the rejection of a tender.

O. WIPPLINGER,  
*Director of Works.*

(No. 12 van 1952.)

## ADMINISTRASIE VAN SUIDWES-AFRIKA.

## WERKE-AFDELING.

Tenders word ingewag vir die oprigting en voltooiing van twee huise te Outjo.

Ten betaling van 'n deposito van £10.10.0 kan af-drukke van die tekeninge en afskrifte van die ander dokumente verkry word van die Direkteur van die Regeringsebou (kamer No. 144), Windhoek. Die deposito sal terugbetaal word mits 'n *bona fide* tender ingestuur word en die spesifikasie en tekeninge aan die Direkteur van Werke terugbesorg word voor die verstryking van agt dae vanaf die datum waarop die tenders sluit.

Verseelde tenders met die opskrif „Tender No. 1133/52" moet gerig word aan die Sekretaris, S.W.A. Tenderraad, Administrasie-Magasin, Posbus 164, Windhoek, en moet hom bereik voor of op 12 Desember 1952 om 11 v.m.

Die Tenderraad is nie verplig om die laagste of enige tender aan te neem nie, en ook sal geen redes vir die verwerping van 'n tender verstrek word nie.

O. WIPPLINGER,  
*Direkteur van Werke.*



(No. 13 of 1952.)

ADMINISTRATION OF SOUTH WEST AFRICA.

WORKS BRANCH.

Tenders are hereby invited for the erection and completion of two houses at Ariamsvlei.

On payment of a deposit of £10.10.0, either in cash or bank-initialed cheque, copies of the documents and the tender form may be obtained from the Director of Works, Govt. Buildings (Room 144), Windhoek. This deposit will be refunded provided a *bona fide* tender is submitted and the drawings and specification are returned to the Director of Works within eight days from the date of deposit of tenders.

Sealed tenders endorsed "Tender No. 1135/52" will be received up to 11 a.m. on the 12th December, 1952, and are to be submitted on the official tender form to the Secretary, S.W.A. Tender Board, S.W.A. Administration Stores, Box 164, Windhoek.

The lowest or any tender will not necessarily be accepted nor will any reasons be given for the rejection of a tender.

O. WIPPLINGER,  
*Director of Works.*

(No. 14 of 1952.)

TENDERS FOR PRINTING CONTRACT — SOUTH WEST AFRICA ADMINISTRATION.

Tenders are invited for the printing of the Official Gazette and of the Laws of South West Africa, and also the Votes and Proceedings, Draft Ordinances and Papers and for the binding of the Votes and Proceedings of the Legislative Assembly, on a three years contract commencing the 1st January, 1953.

The Contractor will be required to print and supply to the Administration 500 copies, in English and Afrikaans, of the Ordinary and Extraordinary Gazettes. He will further be required to keep the type standing of all such Acts, Proclamations, etc., as the Secretary for South West Africa may direct, to print annually from such type "The Laws of South West Africa" and supply the Secretary for South West Africa with 300 copies thereof.

The Ordinary Gazette is published twice a month and Extraordinary Gazettes as and when required. During the year 1951, 24 Ordinary and 61 Extraordinary Gazettes were published. Further particulars are obtainable from the Secretary for South West Africa.

Full particulars regarding the printing and binding services for the Legislative Assembly may be obtained from the Clerk of the Legislative Assembly, Government Buildings, Windhoek.

Tenders must be addressed to the Secretary, South West Africa Tender Board, Government Buildings, Windhoek, endorsed "Tenders for Printing Contract", and must reach him not later than 12 noon on the 15th December, 1952.

The lowest or any tender will not necessarily be accepted.

(No. 13 van 1952.)

ADMINISTRASIE VAN SUIDWES-AFRIKA.

WERKE-AFDELING.

Tenders word ingewag vir die oprigting en voltooiing van twee woonhuise te Ariamsvlei.

Teen betaling van 'n deposito van £10.10.0 kan af-drukke van die tekeninge en afskrifte van die ander dokumente verkry word van die Direkteur van Werke, Regeringsgebou (kamer No. 144), Windhoek. Die deposito sal terugbetaal word mits 'n *bona fide* tender ingestuur word en die spesifikasie en tekeninge aan die Direkteur van Werke terugbesorg word voor die verstryking van agt dae vanaf die datum waarop die tenders sluit.

Verselde tenders met die opskrif „Tender No. 1135/52” moet gerig word aan die Sekretaris, S.W.A. Tenderraad, Administrasie-Magasyn, Posbus 164, Windhoek, en moet hom bereik voor of op 12 Desember 1952 om 11 v.m.

Die Tenderraad is nie verplig om die laagste of enige tender aan te neem nie, en ook sal geen redes vir die verwerping van 'n tender verstrekkend word nie.

O. WIPPLINGER,  
*Direkteur van Werke.*

(No. 14 van 1952.)

TENDERS VIR DRUKKONTRAK — ADMINISTRASIE VAN SUIDWES-AFRIKA.

Tenders word ingewag vir die druk van die Offisiële Koerant en van die wette van Suidwes-Afrika, asook van die Notule, Ontwerpordonnansies en Papiere en vir die bind van die Notule van die Wetgewende Vergadering op 'n driejaarlikse kontrakbasis vanaf 1 Januarie 1953.

Die Kontraktant word verwag om 500 eksemplare in Engels en Afrikaans, van die Gewone en Buitengewone Offisiële Koerante, te druk en aan die Administrasie te lewer. Voorts sal hy die gesette letters van alle sodanige Wette, Proklamasies, ens., so geset moet laat bly soos die Sekretaris van Suidwes-Afrika mag gelas, om jaarliks van sodanige gesette letters „Die Wette van Suidwes-Afrika” te druk en aan die Sekretaris van Suidwes-Afrika 300 eksemplare daarvan lewer.

Die gewone Offisiële Koerant word tweemaal in 'n maand gepubliseer en die Buitengewone Offisiële Koerant wanneer dit nodig is. Gedurende 1951 is 24 gewone en 61 Buitengewone Offisiële Koerante gepubliseer. Verdere besonderhede is verkrygbaar van die Sekretaris van Suidwes-Afrika.

Besonderhede aangaande die druk- en bindwerk vir die Wetgewende Vergadering kan verkry word van die Klerk van die Wetgewende Vergadering, Goewermentsgebou, Windhoek.

Tenders gemerk „Tenders vir Drukkontrak” moet gerig word aan die Sekretaris, Tenderraad, Goewermentsgebou, Windhoek, en moet hom nie later as 12 uur smiddags op 15 Desember 1952 bereik nie.

Die laagste of enige tender sal nie noodwendig aange-nem word nie.

## Advertisements.

### ADVERTISING IN THE OFFICIAL GAZETTE OF SOUTH WEST AFRICA.

1. The *Official Gazette* will be published on the 1st and 15th day of each month; in the event of either of those days falling on a Sunday or Public Holiday, the *Gazette* will be published on the next succeeding working day.
2. Advertisements for insertion in the *Gazette* must be delivered at the office of the Secretary for South West Africa (Room 106, Government Buildings, Windhoek) in the languages (in which they are to be published, not later than 4.30 p.m. on the NINTH day before the date of publication of the *Gazette* in which they are to be inserted.
3. Advertisements will be inserted in the *Gazette* after the official matter or in a supplement to the *Gazette* at the discretion of the Secretary.
4. Advertisements will be published in the *Official Gazette* in the English or Afrikaans languages; the necessary translations must be furnished by the advertiser or his agent.
5. Only legal advertisements are accepted for publication in the *Official Gazette*, and are subject to the approval of the Secretary of South West Africa, who can refuse to accept or decline further publication of any advertisement.
6. Advertisements should as far as possible be typewritten. Manuscript of advertisements should be written on one side of the paper only, and all proper names plainly inscribed; in the event of any name being incorrectly printed as a result of indistinct writing, the advertisement can only be republished on payment of the cost of another insertion.
7. The Subscription for the *Official Gazette* is 30/- per annum, post free in this Territory and the Union of South Africa obtainable from Messrs. John Meinert Ltd., Box 56, Windhoek. Postage must be prepaid by Overseas subscribers. Single copies of the *Gazette* may be obtained either from Messrs. John Meinert Ltd., Box 56, Windhoek, or from the Secretary for South West Africa at the price of 1/- per copy.
8. The charge for the insertion of advertisements other than the notices mentioned in the succeeding paragraph is at the rate of 7/6 per inch single column and 15/- per inch double column, repeats half price. (Fractions of an inch to be reckoned an inch.)
9. Notices to Creditors and Debtors in the estate of deceased persons and notices of executors concerning liquidation accounts lying for inspection, are published in schedule form at 12/- per estate.
10. No advertisements will be inserted unless the charge is prepaid. Cheques, drafts, postal orders or money orders must be made payable to the Secretary for South West Africa.

### ADMINISTRATION OF SOUTH WEST AFRICA.

Notice is hereby given in terms of section 7 (1) (a) of Ordinance No. 7 of 1937, that a petition according to law has been lodged with me for the proclamation of a district road from Wasserfall 64, via Wasserfall 64, Flörsheim 69, Nugoais 65 and Tafelberge 66.

Full description and sketchplan can be seen at the office of the Magistrate, Bethanie.

Interested persons may lodge their objections to the proclamation of the above, in writing, within two months of publication hereof.

W. A. VAN ZYL,  
Magistrate.

BETHANIE,  
18th August, 1952.

## Advertensies.

### ADVERTEER IN DIE OFFISIËLE KOERANT VAN SUIDWES-AFRIKA.

1. Die *Offisiële Koerant* sal op die 1e en 15e dag van elke maand verskyn; in geval een van hierdie dae op 'n Sondag of openbare feesdag val, verskyn die *Offisiële Koerant* op die eerstvolgende werkdag.
2. Advertensies wat in die *Offisiële Koerant* geplaaas moet word, moet in die taal waarin hulle sal verskyn, ingedien word by die Kantoor van die Sekretaris van Suidwes-Afrika (Kamer, 106, Regeringsgebou, Windhoek), nie later nie as 4.30 n.m. op die NEGENDE dag voor die verskyning van die *Offisiële Koerant* waarin die advertensie geplaaas moet word.
3. Advertensies word na die amptelike gedeelte in die *Offisiële Koerant* geplaaas, of op 'n ekstra blad van die *Koerant*, al na die Sekretaris goedvind.
4. Advertensies word in Engels en Afrikaans in die *Offisiële Koerant* gepubliseer; die nodige vertalings moet deur die adverteerder of sy agent gelewer word.
5. Slegs wetadvertensies word vir publikasie in die *Offisiële Koerant* aangeneem en hulle is onderhewig aan die goedkeuring van die Sekretaris van Suidwes-Afrika, wat die aanneeming of verdere publikasie van 'n advertensie mag weier.
6. Advertensies moet sover moontlik getik wees. Die manuskrip van advertensies moet slegs op een kant van die papier geskryf word en alle name moet duidelik wees. In geval 'n naam weens onduidelike handskrif foutief gedruk word, kan die advertensie slegs dan herdruk word as die koste van 'n nuwe plasing betaal word.
7. Die jaarlikse intekengeld op die *Offisiële Koerant* is 30s. posvry in hierdie Gebied en die Unie van Suid-Afrika, verkrygbaar by die here John Meinert, Bpk., Posbus 56, Windhoek. Oorsese intekenaars moet posgeld vooruit betaal. Enkele eksemplare van die *Offisiële Koerant* is verkrygbaar of van die here John Meinert, Bpk., Posbus 56, Windhoek, of van die Sekretaris van Suidwes-Afrika, teen 1s. per eksemplaar.
8. Die koste vir die plasing van advertensies, behalwe die kennisgewings wat in die volgende paragraaf genoem word, is teen die tarief van 7s. 6d. per duim enkelkolom en 15s. per duim dubbelkolom, herhalings teen halfprys. (Gedeeltes van 'n duim moet as volle duim bereken word.)
9. Kennisgewings aan krediteure en debiteure in die boedels van oorlede persone en kennisgewings van eksekuteurs in verband met likwidasierekening, wat ter insae lê, word teen 12s. per boedel in skedulevorm gepubliseer.
10. Geen advertensie sal geplaaas word tensy die koste vooruit betaal is nie. Tjeks, wissels, pos- en geldorders moet aan die Sekretaris van Suidwes-Afrika betaalbaar gemaak word.

### ADMINISTRASIE VAN SUIDWES-AFRIKA.

Hierby word bekend gemaak ingevolge artikel 7 (1) (a) van Ordonnansie No. 7 van 1937, dat 'n versoekskrif volgens wet by my ingedien is vir die proklamering van 'n distrikspad van die plaas Wasserfall 64, oor Wasserfall 64, Flörsheim 69, Nugoais 65 en Tafelberge 66.

Volledige beskrywing en sketsplan kan gesien word by die Magistraatskantoor, Bethanie.

Belanghebbendes mag hul besware teen die proklamering skriftelik by my indien binne twee maande van publikasie hiervan.

W. A. VAN ZYL,  
Magistraat.

BETHANIE,  
18 Augustus 1952.

ELECTION OF EXECUTORS AND TUTORS.

The Estate of the persons mentioned in the attached schedules being unrepresented, notice is hereby given to the surviving spouse (if any), next-of-kin, legatees, and creditors, and—in cases where the meeting is convened for the election of Tutors—to the paternal and maternal relatives of the minors, and to all others whom these presents may concern, that meetings will be held in the several Estates at the times, dates, and places specified for the purpose of selecting some person or persons for approval by the Master of the High Court of South West Africa as fit and proper to be by him appointed Executors or Tutors, as the case may be. Meetings at Windhoek will be held before the Master, and in other places before the Magistrate.

R. B. SCHICKERLING,

Master of the High Court of South West Africa.

VERKIESING VAN EKSEKUTEURS EN VOOGEDE.

Aangesien die Boedels van die persone, vermeld in die aangehegte lys, nie verteenwoordig is nie, word hiermee kennis gegee aan die nagelate egenoot (as daar een is), erfgename, legatarisse en skuldeisers, en—in gevalle waar die byeenkoms vir die verkiesing van voogde belê word—aan die bloedverwante van die minderjarige van vaders- en moederskant, en aan al die ander persone wat dit mag aangaan, dat byeenkomste met betrekking tot die verskillende boedels op die vermelde tye, datum en plekke gehou sal word vir die doel om 'n persoon of persone te kies vir goedkeuring van die Meester van die Hooggeregshof van Suidwes-Afrika as geskik en bekwaam om deur hom as eksekuteurs of voogde, soos die geval mag wees, aangestel te word. Byeenkomste te Windhoek word voor die Meester, en in ander plekke voor die Magistraat, gehou.

R. B. SCHICKERLING,

Meester van die Hooggeregshof van Suidwes-Afrika.

SCHEDULE. / BYLAE.

Registered Number of Estate Geregistr. Nummer van Boedel	Name of the Deceased		Occupation Beroep	Date and Place of Death Datum en Plek van oorlyde	Date and Time of Meeting Datum en tyd van byeenkoms	Place of Meeting Plek van byeenkoms	Meeting Convened for election of Byeenkoms belê vir verkiesing van
	Surname Familienaam	Christian Name Voornaam					
212/1952	Jaechsch	Martha Auguste	Cook	21.8.1952, Luderitz	5.12.1952 10 a.m.	Windhoek	Executor Dative

NOTICE.

In the Estate of the L.B.B. CO. (PTY) LTD. in Liquidation.

Pursuant to section 64, sub-section (3), section 70, and section 39, sub-section (2) of the Insolvency Act, 1916, as applied to South West Africa.

Notice is hereby given that the undersigned has been appointed Liquidator of the abovementioned Company which has been placed under Compulsory Liquidation, and that the persons indebted to the said Company are required to pay their debts at the address mentioned within thirty (30) days from date of this publication.

Further that a meeting of Creditors, being the second meeting, will be held at 10 o'clock in the forenoon, on 17th December, 1952, at the office of the Master of the High Court, Windhoek, for the proof of claims against the said Company, for the purpose of receiving the Liquidators report as to the affairs and conditions of the Company, and of giving the Liquidator directions concerning the sale or recovery of any part of the Estate or any matter relating to its administration, and the examination of Director and Secretary of the Company and other persons, if desired.

WINDHOEK, 1st December, 1952.

ADOLPH HARRIS,  
Liquidator.

P.O. Box 45,  
WINDHOEK.

NOTICE OF TRANSFER OF BUSINESS.

Notice is hereby given that it is the intention to transfer the Aerated and Mineral Water Dealer and Retail Tobacco Licences, held by UDO FOLKHER HENK CORNELIUS VON BRUCKEN to ADOLPH NIKOLAUS WARCNCKE, in respect of premises known as "Gobabis Hotel", situate on Erf 239, Gobabis, and that 14 days after publication of this notice application will be made to the Magistrate at Gobabis in the issue of the said licences in favour of the transferee.

WINDHOEK, this 19th day of November, 1952.

JUSTIZRAT DR. ALBERT STANK,  
Attorney for Parties.

Goeringstreet,  
WINDHOEK.

KENNISGEWING: OORDRAG VAN BESIGHEID.

Kennis geskied hiermee dat 14 dae vanaf die datum van publikasie hiervan, aansoek gedoen sal word by die Magistraat, Windhoek, vir die oordrag van die Minerale- en Spuitwater-lisensie en die Tabaklisensie tans gehou deur ELSE BOTSCHIEDER, wat handel drywe onder die naam HOTEL LUDWIGSLUST, te Erf No. 32, Klein Windhoek, aan OTTO HORSTER wat onder dieselfde naam en op dieselfde erf handel sal drywe.

Gedateer te WINDHOEK, hierdie 12dedag van November 1952.

DR. W. H. WEDER,  
Prokureur vir die Partye.

KENNISGEWING: OORDRAG VAN BESIGHEID.

Kennis geskied hiermee dat 14 dae vanaf die datum van publikasie hiervan, aansoek gedoen sal word by die Magistraat, Windhoek, vir die oordrag van die Algemene Handelaarslisensie tans gehou deur ROLF GEO BIERBRAUER ten opsigte van die besigheid „Bierbrauer & Wilhelm“, Erf 297, Kaiserstraat, Windhoek, aan UDO FOLKHER HENK CORNELIUS VON BRUCKEN, wie aldaar handel sal dryf onder die naam „U. von Brucken“.

WINDHOEK, 24 November 1952.

Posbus 864,  
WINDHOEK.

DR. W. H. WEDER,  
Prokureur vir die Partye.

NOTICE OF TRANSFER OF BUSINESS.

Notice is hereby given that 14 days after the publication hereof, application will be made to the Magistrate, Otjiwarongo, for the transfer of the General Dealer's Licence and Business presently held by OTTO MUHR (PTY) LTD. in respect of the premises situate on Erf No. 89, Voortrekker Road, Otjiwarongo, to HARRY SCHAEFER carrying on business under the style or firm of OTTO MUHR NACHF.

HARRY BLOCH & CO.,  
Attorneys for Parties.

P.O. Box 338,  
Kaiser Street,  
WINDHOEK.

NOTICE TO CREDITORS AND DEBTORS, ESTATE OF DECEASED PERSONS. Section 46, Act No. 24 of 1913, as applied to South West Africa.

Creditors and Debtors in the Estates specified in the annexed Schedule are called upon to lodge their claims with and pay their debts to the Executors concerned within the stated periods calculated from the date of publication hereof.

KENNISGEWING AAN SKULDEISERS EN SKULDENAARS, BOEDELS VAN OORLEDE PERSONE. Artikel 46, Wet No. 24 van 1913, soos toegepas op Suidwes-Afrika.

Skuldeisers en skuldenaars in die Boedels wat vermeld is in bygaande Bylae word versoek om hul vorderings in te lewer en hul skulde te betaal by die kantore van die betrokke Eksekuteurs binne die gemelde tydperke, vanaf die datum van publikasie hiervan.

SCHEDULE. / BYLAE.

Estate Boedel No.	ESTATE LATE BOEDEL VAN WYLE	Ordinary Place of Residence Gewone woonplek	With a period of Binne 'n tydperk van	Name and Address of Executor or authorized Agent Naam en Adres van Eksekuteur of gemagtigde Agent
	George Dannhauser van der Merwe, en nagelate eggenote Catharina Daniehellina van der Merwe, gebore Pretorius, van Lasalle, Gobabis		30 dae	Volkscas Beperk (Geregistreerde Handelsbank), Boedel- en Trustafdeling, Sentraalstraat, Posbus 578, Telefoon 2-2433, Pretoria.
221/1952	Wilhelm Friedrich Gelhar, of Omaruru, South West Africa, and surviving spouse Elizabeth Gelhar, born Bruegers		30 days	Barclays Bank (D., C. & O.) with which is amalgamated The National Bank of South Africa Limited (registered as a Commercial Bank), Trustee Department, P. O. Box 285, Windhoek.
243/1952	Emma Friederike Richter, born Krech, also known as Emma Bartels	Swakopmund	30 days	M. F. C. K. Bartels, Executor Testamentary, Box 7, Karibib.
250/1952	Erika Wilhelmine Lossen, born von Holtz, Widow			A. H. Miller, Executor Testamentary, c/o Dr. Hirsehorn & Miller, Volkscasgebou, Kaiser Street, Box 53, Windhoek.
253/1952	Jan Andries Gouws	Okakarara, distrik Otjiwarongo	30 dae	Ellen Alma Frieda Gouws, P. K. Otjiwarongo.
254/1952	Pieter Willem van Zyl, en oorlewende eggenote Petronella Hermina van Zyl, van die plaas Helder No. 40, distrik Warmbad	Helder, distrik Warmbad	30 dae	Van Niekerk & Van Niekerk, Prokureurs vir die Ekskutrisse Testamentêr, Posbus 17, Karasburg.
258/1952	Hermann Eduard Geschke	Windhoek	30 days	Gertrude Jenny Geschke, Executrix Testamentary, Box 45, Windhoek.
262/1952	Paul Willi Scheiblich		30 days	Arnold Friedrich Weiss, Box 59, Luderitz.
241/1952	Jasper Johannes van der Westhuizen	Keetmanshoop	30 dae	Oloff & Lentin, Prokureurs vir Ekskutrisse Testamentêr, Posbus 38, Keetmanshoop.
242/1952	Dirk Johannes Albertus Kotze	Koes, Distrik Keetmanshoop	30 dae	Oloff & Lentin, Prokureurs vir Ekskutrisse Testamentêr, Posbus 38, Keetmanshoop.
259/1952	Petrus Jacobus Alwyn van der Merwe, en oorlewende eggenote Catharina Elizabeth van der Merwe (gebore van Heerden)	Tempelhof Suid, P.K. Gibeon	30 dae	Mev. C. E. van der Merwe, Ekskutrisse Testamentêr, p/a Standard Bank v. S.A. Bpk., Windhoek.

NOTICE OF TRANSFER OF BUSINESS.

Notice is hereby given that CHRISTOFFEL JACOBUS BOTHMA and ELISABETH BOTHMA, trading as C. J. & E. Bothma, carrying on business as General Dealers on Erf 27, in the Municipality and District of Grootfontein, sold their business to FRANZ MARTIN TEODOR KROH, and that 14 days after publication hereof, application will be made for the transfer of the General Dealers Licence from C. J. & E. Bothma to Franz Martin Teodor Kroh, who will carry on business as C. J. & E. BOTHMA NACHFOLGER.

GROOTFONTEIN, this 11th day of November, 1952.

HAVELOCK CROSS,  
Attorney for the Parties.

P.O. Box 43,  
GROOTFONTEIN.

NOTICE OF TRANSFER OF BUSINESS.

Notice is hereby given that WILLEM CARL NEL, carrying on business under the style or firm of JUANITA'S CAFE, on Erf No. 32, in the Municipality and District of Grootfontein, has sold his business to MAGDALENA GERTRUIDA KEMP, and that 14 days after publication hereof, application will be made for the transfer of the Restaurant Licence from Willem Carl Nel to Magdalena Gertruida Kemp, who will carry on the said business on the same premises under the same style or firm.

GROOTFONTEIN, this 11th day of November, 1952.

HAVELOCK CROSS,  
Attorney for the Parties.

P.O. Box 43,  
GROOTFONTEIN.

NOTICE BY EXECUTORS CONCERNING LIQUIDATION ACCOUNTS LYING FOR INSPECTION.

Section 68, Act No. 24 of 1913, as applied to South West Africa.

Notice is hereby given that copies of the Administration and Distribution Accounts in the Estates specified in the attached Schedule will be open for the inspection of all persons interested therein for a period of 21 days (or longer if specially stated) from the dates specified, or from the date of publication hereof, whichever may be later, and at the Offices of the Master and Magistrate as stated. Should no objection thereto be lodged with the Master during the period of inspection the Executors concerned will proceed to make payments in accordance therewith.

KENNISGEWING DEUR EKSEKUTEURS BETREFFENDE LIKWIDASIE-REKENING TER INSAGE.

Artikel 68, Wet No. 24 van 1913, soos toegepas op Suidwes-Afrika.

Kennisgewing geskied hiermee dat duplikate van die Administrasie- en Distribusierekening in die boedels vermeld in die navolgende Bylae, ter insage van al die persone, wat daarin belang het, op die kantore van die Meester en die Magistraat, soos vermeld, gedurende 'n tydperk van drie weke (of langer indien spesiaal vermeld) vanaf vermeldde datums, of vanaf datum van publikasie hiervan, watter datum die laaste mag wees, sal lê. As geen beswaar daarteen by die Meester binne die vermeldde tydperk ingedien word nie, sal die betrokke eksekuteur oorgaan tot uitbetaling ooreenkomstig vermeldde rekenings.

SCHEDULE. / BYLAE.

Estate Boedel No.	ESTATE LATE BOEDEL VAN WYLE	Description of Account Beskrywing van Rekening	Date Period Datum Tydperk	Office of the Kantoor van die		Name and Address of Executor or authorized Agent Naam en adres van Eksekuteur of gemagtigde Agent
				Master Meester	Magistrate Magistraat	
118/1952	Otto Franz Hebeke (also known as Otto Franz Wilhelm Hebeke), of "Otjeriwanga", distrik Omaruru, and surviving Testatrix Martha Helene Auguste Hebeke (formerly Schilling), born Hebeke	First and Final Liquidation and Distr. Account	21 days	Windhoek	Omaruru	Barclays Bank (D., C. & O.) with which is amalgamated the National Bank of South Africa Ltd. (registered as a Commercial Bank), Trustee Department, P. O. Box 285, Windhoek.
174/1952	Edgar Sydney Smith of Tsumeb, distr. Grootfontein	First and Final Liquidation and Distr. Account	21 days	Windhoek	Tsumeb	Barclays Bank (D., C. & O.) with which is amalgamated the National Bank of South Africa Ltd. (registered as a Commercial Bank), Trustee Department, P. O. Box 285, Windhoek.
109/1952	Hugo Leo Max Jeske, of "Erindi", district Omaruru	First and Final Liquidation and Distr. Account	21 days	Windhoek	Omaruru	Barclays Bank (D., C. & O.) with which is amalgamated the National Bank of South Africa Ltd. (registered as a Commercial Bank), Trustee Department, P. O. Box 285, Windhoek.
229/1951	Johann Georg Fallier	First and Final Liquidation and Distr. Account	21 days	Windhoek		Hans Henry Timm, Executor Datief, Box 363, Windhoek.
6/1952	Anna Barbara Fallier, born Rupp	First and Final Liquidation and Distr. Account	21 days	Windhoek		Hans Henry Timm, Executor Datief, Box 363, Windhoek.
165/1952	Anna Sophia Johanna Basson	Eerste en Finale Likw. en Distr.-Rekening	21 dae	Windhoek	Mariental	Thomas Francois Theron Uys, Agent vir Eksekuteur Datief, p/a Standard Bank v. S.A. Bpk., Windhoek.

MUNISIPALITEIT GROOTFONTEIN.

SKUT.

Kennis word hiermee gegee dat die volgende diere uit die skut verkoop sal word, op Maandag, 8 Desember 1952, om 10 v.m., indien nie eerder gelos nie:—

- (1) Een rooi witkop koei.
- (2) Een swartbont koei.

Albei diere is ongebrand en ongeveer 4 jaar oud.

P. J. COETZEE,  
Skutnecster

NOTICE OF TRANSFER OF BUSINESS.

Notice is hereby given that ANDREW ALFRED WESTLEY, carrying on business under the style or firm of A. A. Westley, on Erf No. 222, Otavi, in the Municipality and District of Grootfontein, has sold his business to JOSEF HEITZER, and that 14 days after publication hereof, application will be made for the transfer of the Butcher's Licence from A. A. Westley to J. Heitzer, who will carry on business as J. HEITZER, BUTCHER.

GROOTFONTEIN, this 11th day of November, 1952.

HAVELOCK CROSS,  
Attorney for the Parties.

P.O. Box 43,  
GROOTFONTEIN.

## DEPARTMENT OF TRANSPORT / DEPARTEMENT VAN VERVOER.

## MOTOR CARRIER TRANSPORTATION. — MOTORTRANSPORT.

The undermentioned applications for motor carrier certificates are published in terms of sub-section (1) of section *thirteen* of the Motor Carrier Transportation Act, and sub-section (2) of regulation *two*.

Written representations (in duplicate) in support of, or in opposition to, such applications must be made to the Board or local board concerned within ten days from the date of this publication.

Die onderstaande aansoek om motortransportsertifikate word kragtens subartikel (1) van artikel *dertien* van die Motortransportwet, en subartikel (2) van regulasie  *twee* gepubliseer.

Skriftelike vertoë (in duplikaat) tot ondersteuning of bestryding van hierdie aansoek moet binne tien dae vanaf die datum van hierdie publikasie aan die Raad of betrokke plaaslike raad gerig word.

- X** No. of Application and Name of Applicant. / No. van Aansoek en Naam van Applikant.  
**Y** Nature of proposed motor carrier transportation and number of vehicles. / Aard van voorgestelde motortransport en getal voertuie.  
**Z** Points between and routes over, or area within which the proposed motor carrier transportation is to be effected. / Plekke waartussen en roetes waaroor, of die gebied waarin die voorgestelde motortransport gedryf sal word.

Local Road Transportation Board, Windhoek.  
Plaaslike Padvervoerraad, Windhoek.

- X** E. 792. A. Swanepoel, Walvisbaai/Bay.  
 (1) Aansoek oordrag van vrystelling en uitbreiding van gebied na binne omtrek met 'n straal van 10 myl vanaf Walvisbaai Poskantoor. Geldig tot 30.6.1953./Application of exemption and extension of area to road within a radius of 10 miles from the Walvis Bay Post Office. Valid until 30.6.1953. 1 Voertuig/Vehicle.  
 (2) Een bykomende voertuig./One additional vehicle.  
**Y** Goedere alle soorte/Goods all classes.  
**Z** Binne omtrek met 'n straal van 10 myl vanaf Walvisbaai Poskantoor./Within a radius of 10 miles from the Walvis Bay Post Office.
- X** E. 1819. S. C. Billy, Walvisbaai/Bay. Nuwe aansoek geldig tot/New application valid until 30.6.1953.  
**Y** Goedere alle soorte vir nie-blankes alleen/Goods all classes for Non-Europeans only.  
**Z** Binne omtrek met 'n straal van 10 myl vanaf Walvisbaai Poskantoor./Within a radius met 'n straal van 10 myl vanaf Walvis Bay Post Office.
- X** E. 383. K. Hoepfer, Karibib. Nuwe aansoek geldig tot/New application valid until 30.6.1953. 1 Voertuig/Vehicle.  
**Y** Goedere alle soorte/Goods all classes.  
**Z** Tussen/Between (1) Karibib—Usakos. (2) Karibib—Wilhelmsthal. (3) Karibib—Otjimbingwe.
- X** A. 382 W. S. Molter, Otjiwarongo. (1) Aansoek vervanging van voertuig met draagvermoë groter as 20%/Application replacement of vehicles with carrying capacity of more than 20%. 2 Voertuie/Vehicles.  
 (2) Wysiging van roete/Amendment of route. 3 Voertuie/Vehicles.  
**Y** Goedere alle soorte/Goods all classes.  
**Z** Within the Otjiwarongo magisterial district provided no traffic be undertaken over a route served by a regular Train and/or Road Motor Service./Tussen punte binne Otjiwarongo magistraatsdistrik met dien verstande dat geen vervoer oor 'n roete wat deur 'n gereelde trein en/of Padmotordiens bedien word, ondernem word nie.
- X** E. 88. A. J. G. Swart, Okahandja. Aansoek bykomende voertuig (Sleepwa) geldig tot/Application additional vehicle (Trailer) valid until 30.6.1953.  
**Y** Goedere alle soorte vir/Goods all classes for S.A. Minerals Corporation.  
**Z** Tussen Okahandja en Otjisondomyne/mines.
- X** E. 1401. Herbert Ruyter, Tsumeb. New application valid until/New application geldig tot 30.6.1953. 1 Voertuig-Vehicle.  
**Y** Goedere alle soorte vir/Goods all classes for Hellwig & Flemming, Kretschmann & van Zyl en/and Tsumeb Corporation Ltd.  
**Z** Binne omtrek met 'n straal van 10 myl vanaf Tsumeb Poskantoor./Within a radius of 10 miles from the Tsumeb Post Office.
- X** E. 256. C. L. Meyer, Okahandja. Aansoek bykomende roete, geldig tot/Application additional route valid until 30.6.53. 1 Voertuig/Vehicle.  
**Y** Erts en mynbenodighede/Ore and mining requirements.  
**Z** Tussen/between Bethlehem—Leutwein en/and Aris Spoorwegstasies/Railway Stations.

P. MARITZ,  
Sekretaris/Secretary.

## KENNISGEWING: OORDRAG VAN BESIGHEID.

Kennis geskied hiermee dat 14 dae na publikasie van hierdie kennisgewing in die Staatskoerant, aansoek gedoen sal word aan die Lisensieshof, Outjo, vir oordrag van die Algemene Handelaarslisensie tans gehou deur PIETER ERNST JACOBUS LAMBERT ten opsigte van perseel No. 100, Outjo, onder die naam van „Kaokoveld Haarkapper Salon“, aan en ten gunste van JACOBUS OOSTENWALD HORN, wie voornemens is om handel te dryf onder dieselfde naam, asook vir verwydering van die lisensie van Erf No. 100 na Erf No. 8, Outjo.

Dateer te Outjo op die 8ste November 1952.

HAASBROEK & VAN HEERDEN,  
Prokureurs vir die Partye.

Bus 26,  
OUTJO.

## KENNISGEWING: OORDRAG VAN BESIGHEID.

Kennis word hiermee gegee dat 14 dae na publikasie hiervan in die Offisiële Koerant aansoek gedoen sal word by die Magistraat, Outjo, vir die oordrag van die Algemene Handelaarslisensie gehou deur CHRISTOFFEL ANDREAS JOHANNES BRAND ten opsigte van die perseel op Erf No. 6, Outjo, aan MATHYS VAN AS JORDAAN.

HAASBROEK & VAN HEERDEN,  
Prokureurs vir die Partye.

NOTICES OF TRUSTEES AND ASSIGNEES. Pursuant to Sections *forty-one* and *forty-two* of the Insolvency Ordinance, 1936.

Notice is hereby given that a meeting of creditors will be held in the Sequestrated or Assigned Estate mentioned in the subjoined Schedule on the dates, at the times and places, and for the purposes therein set forth.

Meetings in Windhoek will be held before the Master; elsewhere they will be held before the Magistrate.

KENNISGEWINGS VAN KURATORS EN BOEDELBEREDDERAARS. Ingevolge artikels *een-en-veertig* en *twee-en-veertig* van die Insovensie-Ordonnansie 1936.

Hiermee word kennis gegee dat 'n byeenkoms van skuldeisers in die geskwestreerde of afgestane Boedels, vermeld in die onderstaande Bylae op die datums, tye en plekke en vir die doeleindes daarin vermeld, gehou sal word.

In Windhoek sal die byeenkomste voor die Meester en in ander plekke voor die Magistraat gehou word.

Form No. 4.

## SCHEDULE./BYLAE.

No. of Estate No. van Boedel	Name and Description of Estate Naam en Beskrywing van Boedel	Whether Assigned or Sequestrated Of Boedel Geskwestreer of Afgestaan is	Day, Date and Hour of Meeting Dag, Datum en Uur van Byeenkoms			Place of Meeting Plek van Byeenkoms	Object of Meeting Doel van Byeenkoms
			Day/Dag	Date Datum	Hour Uur		
531	Insolvent Estate of Johannes Stephanus Breidenkamp, Hotel Proprietor of Warmbad	Sequestrated	Friday	12/12/52	10 a.m.	Magistrate Karasburg	Resumption of Adjourned Second Meeting of Creditors to prove further claims and to consider Trustees Report.