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SOUTH AFRICAN ARCHITECTURAL RECORD

THE JOURNAL OF THE CAPE, NATAL, ORANGE FREE STATE AND TRANSVAAL PROVINCIAL INSTITUTES OF SOUTH AFRICAN ARCHITECTS AND THE CHAPTER OF SOUTH AFRICAN QUANTITY SURVEYORS.

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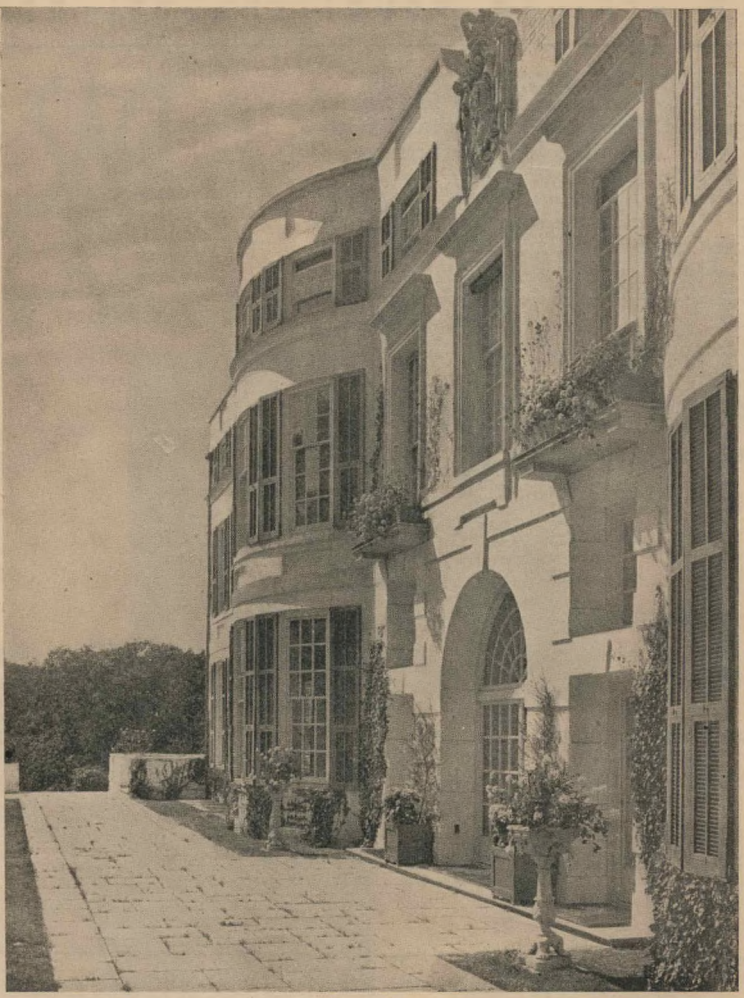
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NASHDOM, TAPLOW, BY SIR EDWIN LUTYENS

FOUR HOUSES IN JOHANNESBURG

These four houses, from the office of Cowin and Ellis, designed by Douglass Cowin —in one case in collaboration with the late George Abbott—illustrate the fresh compact simplicity and restraint which is characteristic of Cowin's highly individual style.

With the background of the then contemporary influences absorbed during his period of study at Liverpool University, he returned to this country soon to develop a flourishing domestic practice. He remained for a long time aloof from the parallel developments then taking place in Johannesburg under the influence of the local School of Architecture. He worked in an idiom which was both individual and, at the same time, reminiscent of the work of Dudok in Holland, whereas the local school was imbued with the architectural philosophies of men like Gropius, Mies van der Rohe and later Corbusier.

His style, nevertheless, exerted an influence of no little importance on the later domestic work in Johannesburg, and as it matured there was discernable the broader approach of a more eclectic philosophy. There was an interaction between these two lines of development, a convergence—the one influencing the other to a considerable degree.

At an early stage Douglass Cowin elected to accept, on practical grounds, the fundamental limitations which the pitched roof imposes on planning. The earlier houses—some had flat roofs—were designed with relatively steep roofs of black tiles finished with a deep white facia and enclosed eaves, which formed the external soffit of the window openings. Later, as these examples show, corrugated asbestos and shingles replaced the tiles, the roof pitch was reduced but the now familiar sweep of the eaves was retained. These unified roofs with the carefully placed subordinate elements beneath—one is reminded of Frank Lloyd Wright's prairie houses —are the hall mark of this later domestic work.

These houses display a flair for design in form and pattern and a careful handling of windows and wall surfaces; while the generous use of colour and materials for effect and for formal values, both internally and externally is redolent of enjoyment and full of surprises.

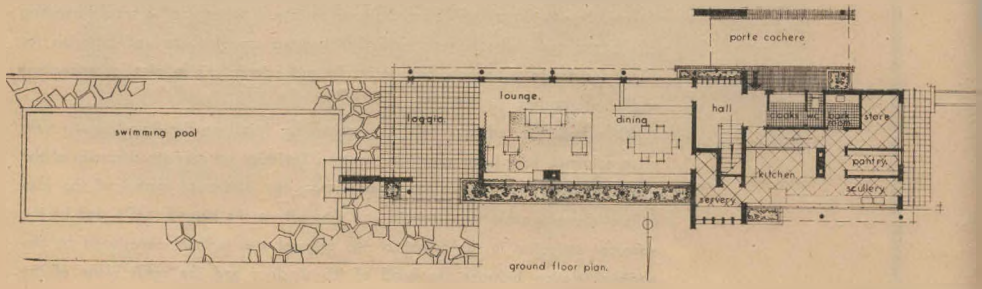
White walls relieved by facebrick or colour or "Mies van der Rohe" screen walls often coloured, have been used with success. The crisp yet intimate character of the smaller houses result in no small measure from the deliberate control of the plan outline—thereby achieving a repose and simplicity in the hipped roof— and by the apparent reduction in the height of the external wall surfaces occasioned by the positive relation between the head of the windows and the soffit plane of the generous eaves.



NORTH ELEVATION

EPPING LODGE, MORNINGSIDE, JOHANNESBURG

ARCHITECTS: DOUGLASS COWIN AND THE LATE GEORGE ABBOTT

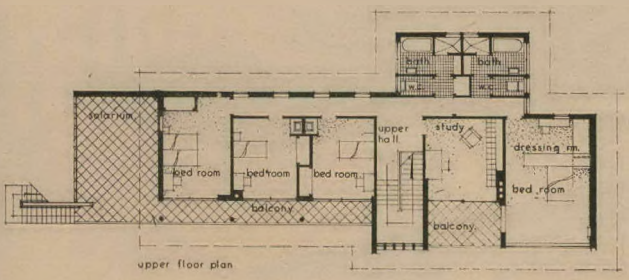


Situated on a four acre site in Morningside, a few miles north of Johannesburg, this house was designed as a residence for a retired business man and two adult sons, and, as such, combines in a formal architectonic whole the informal attributes of a country setting. The site is on elevated ground which falls rapidly to the north and commands magnificent views of the distant rolling landscape, extending through the full sweep from east to west; a fact that has dictated the long narrow plan which permits all rooms the benefit of aspect. The living space on the ground floor is planned on generous lines. But for a low range of fitments forming a wide cill, and the fireplace, the whole of the north wall is glass, and on the east large sliding glass doors open on to the loggia consciously linking this space with the garden beyond and taking full advantage of the extensive views. The upper floor is zoned to provide a separation of the owner's bedroom, dressing room and study with the private bath room, a second bathroom serving the remaining bedrooms. An external stair forms an interesting feature in the design, as, while it provides a convenient access to the bedrooms from the living space and garden, it serves as a diving platform for the swimming pool.



THE CANTILEVERED STAIRS providing an external communication between lounge and bedroom and serving as a diving platform for the swimming pool.

1938



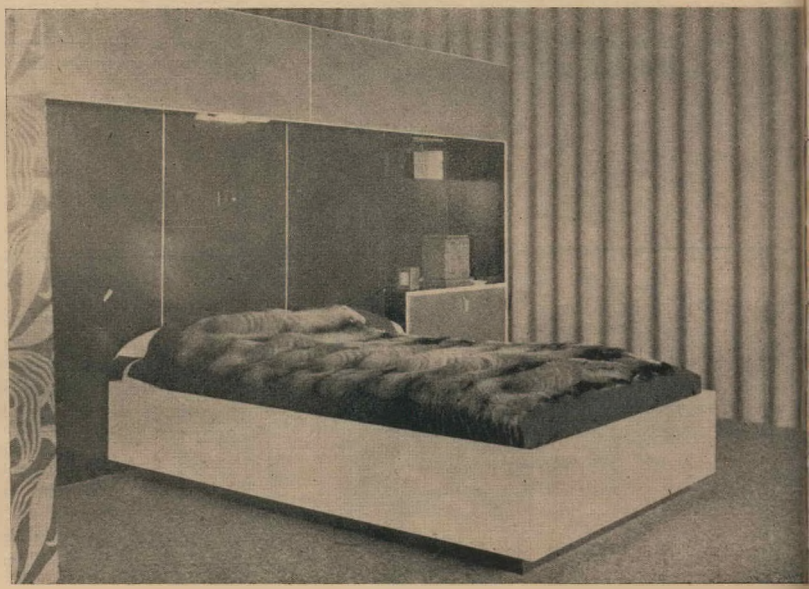
The structure of the house consists of a reinforced concrete slab over the ground floor, supported on a system of circular columns. With inverted beams this slab provides an uninterrupted ceiling surface throughout the ground floor; the walls, for the most part functioning as enclosing screens, contrast with the surfaces of glazing. The upper floors consists of load bearing walls of cavity brickwork supporting the corrugated asbestos roof with fibre board ceilings.



This view across the lounge suggests the generous scale of the planning. The interior is bright and well-lit by the continuous windows, large on the north and small on the south. The space is not over bright, however, as the windows are deeply recessed behind the surface of the external walls above. The walls and ceilings are plastered and painted white, the strip flooring is of Kiaat, and the fitting is carried out in oregon painted ivory externally and dark green on the interior surfaces.

DINING SPACE

MAIN BEDROOM



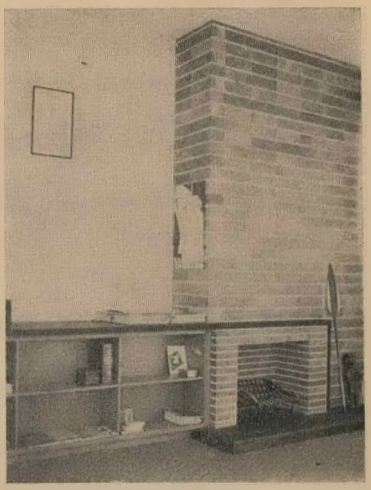
The fitting is carried out in two shades of blue, relieved by accents of white. The bed is ducoed white.

Curtains of a heavily textured material carry a bold white pattern on a blue ground. The floor is close carpeted in mottled blue "Feltex." The west wall is insulated by a sheathing of corrugated asbestos, painted pale blue.



BEDROOM

One of the three secondary bedrooms. This room is indicative of their interior decoration, but the colours were personally selected: the bed is white, the walls primrose yellow, and the fixtures and close carpeting is carried out in a terra cotta colour.



STUDY FIREPLACE

The fireplace and chimney breast are finished with brown facebrick with white horizontal joints. The slate top of the bookcase extends to enclose the fireplace opening. The hearth is black granolithic, and the floor is close carpeted in a rust colour.

VIEW FROM SOUTH EAST

This illustration indicates clearly the freestanding circular columns which support the reinforced concrete slab at first floor, and the structural independence of the walls in ground floor. The superstructure being the conventional load bearing walls supporting the black painted corrugated asbestos roof. Externally the finishes comprise screen walls of stock brickwork painted green, roughcast plaster painted white with the circular concrete columns painted navy blue.



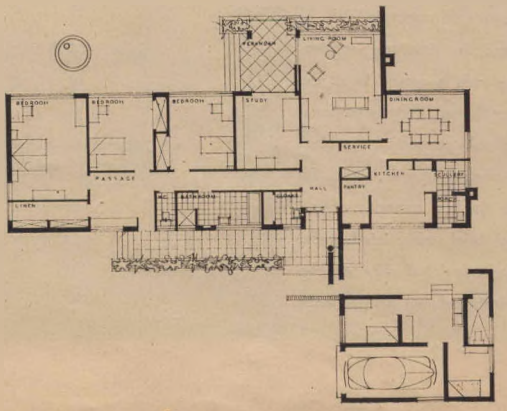


NORTH ELEVATION

RESIDENCE GORDON, WESTCLIFFE, JOHANNESBURG, 1938

COWIN AND ELLIS: ARCHITECTS

Built on a long narrow site with street frontages on north and west, this house is approached from the west, and, while facing north on to an open koppie side, there is no particular view; thus the plan is dictated by orientation and the shape of the site. The programme called for the design of a residence to house a family of four. The construction consists of load bearing cavity walls supporting a shingle roof. Externally the finishes are cement plastered walls painted white and relieved by the plinth and other elements built of 2-inch fawn facebricks. Internally the finishes generally comprise walls plastered and painted, fibrous ceilings and oregon strip flooring.





THE LOUNGE FIREPLACE

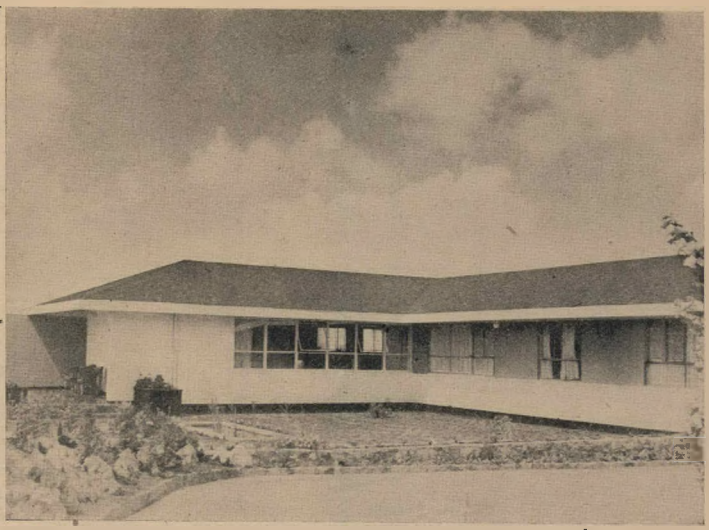
The walls and ceiling of the lounge are painted eau-de-nil, the floor being also carpeted in dark mottled green. In contrast the chimney breast is painted a deep maroon relieved by the white surround of the fitting. Curtains are patterned in maroon.



VIEW FROM WEST SHOWING THE APPROACH TO THE HOUSE

This planning arrangement has permitted the introduction of a southern entrance, thus eliminating the disruption of the north garden space by drives and approaches and maintains an element of privacy on the north front.

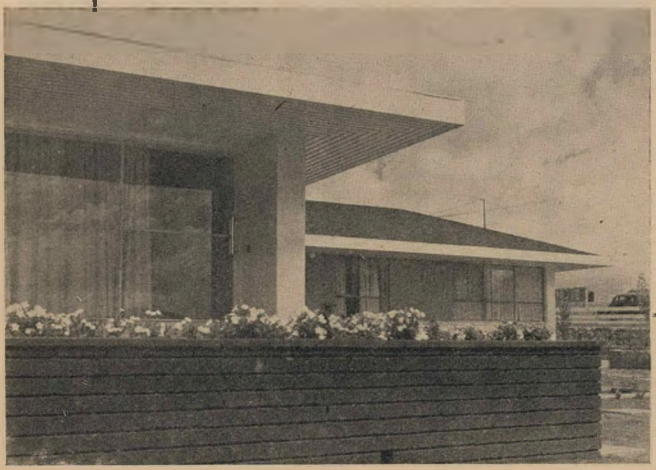
VIEW FROM NORTH EAST



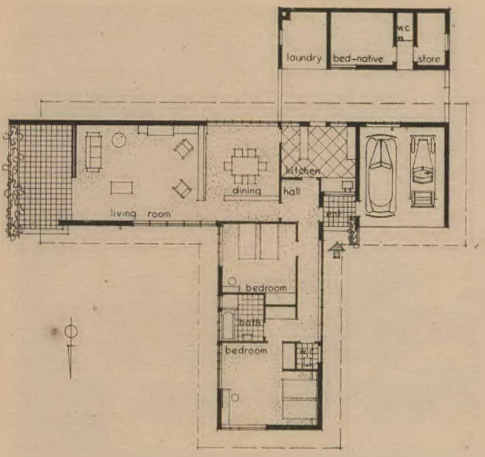
"CASA MILJO"

OBSERVATORY EXTENSION, JOHANNESBURG

COWIN AND ELLIS, ARCHITECTS, 1936



VIEW LOOKING NORTH WEST

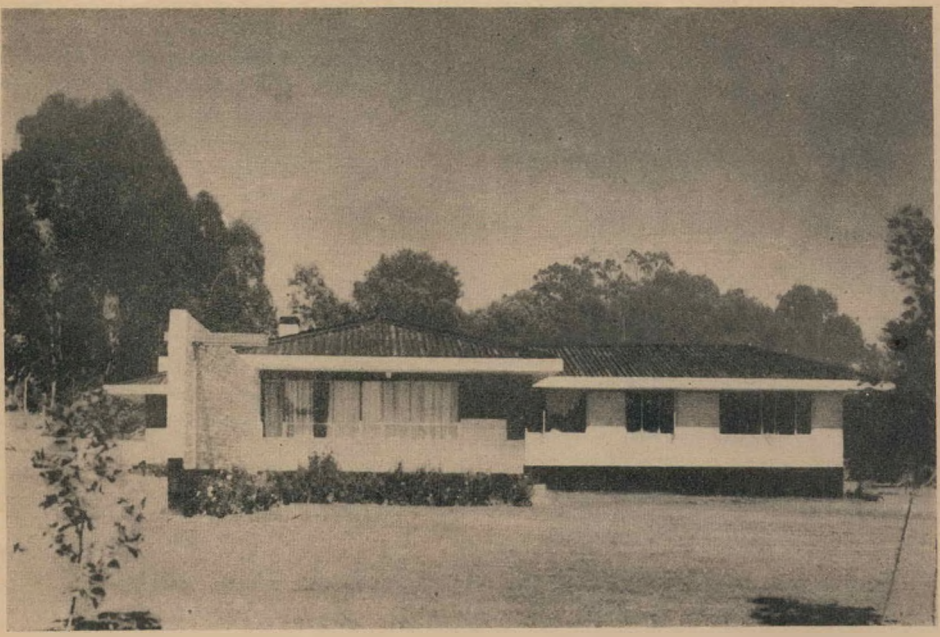


This house was designed to meet the requirements of the owner and his wife, and includes a second or guest bedroom. The site is a typical level suburban plot with a street frontage on the north. The plan, while providing good orientation for the living room and bedrooms, is so arranged that the bedroom wing projecting on the north divides the approach from the general garden area overlooked by these rooms. Crowned by the restrained and regular lines of the shingle roof, the house is unassumingly attractive. It is built with the normal load bearing walls of cavity brickwork which is cement plastered and painted white externally, with a low plinth painted black. The flower boxes are constructed with stock bricks painted black.

LIVING ROOM

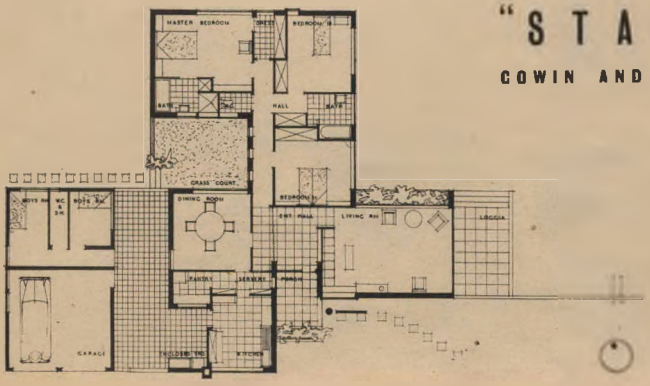
The walls internally are plastered and painted. In the living space the colour is ivory with white painted fibre board ceiling. The fitting which, with the screen of oatmeal curtains, defines the dining space, is carried out in wood finished with a three-tone colour scheme, ivory pale brown and dark brown on the interior surfaces. The floor, like the bedroom, is close-carpeted in dark brown. The circular opening in the ceiling is for the radio speaker.





"STAINBANK"

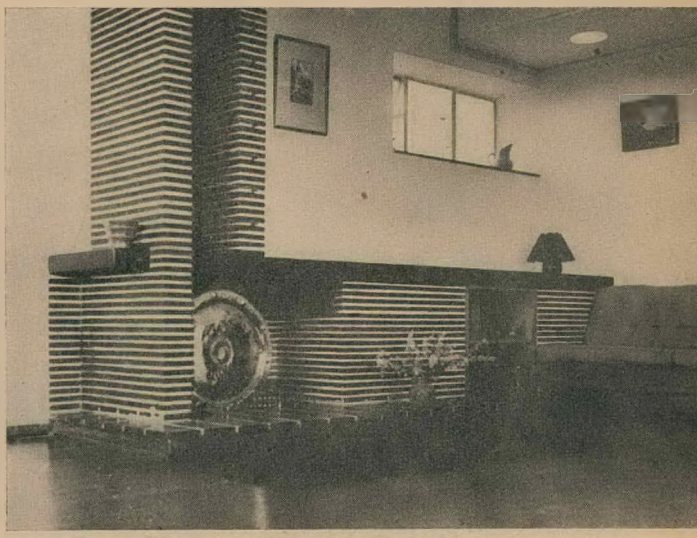
COWIN AND ELLIS, ARCHITECTS

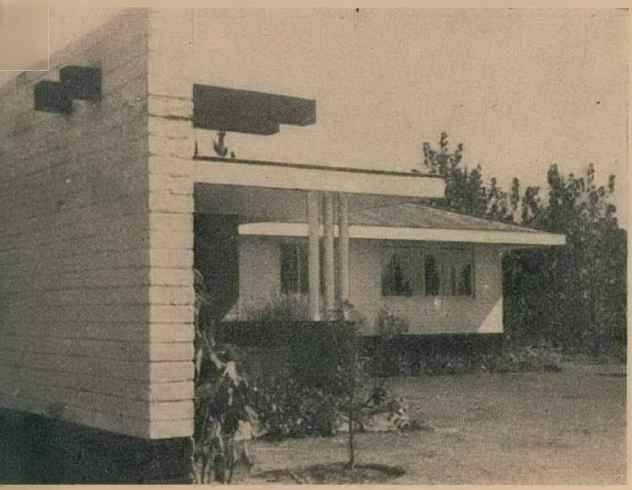


A RESIDENCE FOR A FAMILY OF FIVE, BUILT IN 1937 AT MELROSE, JOHANNESBURG.

LIVING ROOM FIREPLACE

The unconventional design of the fireplace consists of a hearth and surround of brown quarry tiles with broad white joints, continued up vertically to form a deep recess housing a cylindrical metal flue. A black granolithic top, penetrating the one tile upright and supporting the other, links the fireplace with the long tangarine upholstered lounge. The walls are plastered and painted ivory, the ceiling is white fibre board and the floor is finished in Kiaat strip in both living and dining rooms; elsewhere, oregon pine is used.





The site of this house was a rather restricted suburban plot approached from the road which passes along the south boundary. The southern approach for both cars and pedestrians is short and direct, and the long screen wall gives privacy to the living rooms and the garden. The house was designed for a family of five, the main bedroom having a dressing room and a private bathroom. The textured external walls are stock brick colourwashed white and pale grey above a black painted plinth. The broad white eaves and facia contrast with the pronounced corrugations of the low pitched black asbestos roof. This detail shows the wall texture clearly as well as the subsequent addition of a flat roof over the loggia which was originally designed as an open terrace.



GODDARDS: SURREY, 1910

SIR EDWIN LUTYENS 1869-1944

With the passing of Sir Edwin Lutyens, one of the greatest of the English classicists leaves the stage. His work in the late nineteenth and early twentieth centuries is as outstanding as that of his great predecessor, Sir Christopher Wren, in the seventeenth and eighteenth centuries, by whom he was inspired to a very large extent.

It was in the field of domestic architecture that he achieved undying fame and it was not until about 1910 that his thoughts were turned to town and public buildings.

The finest examples of this domestic architecture have been recorded and illustrated in Sir Lawrence Weaver's monumental work, "Houses and Gardens, by E. L. Lutyens," published in 1913, and these have been a source of inspiration to architects and students since that time. It is to this work that I have had to turn to discover something of his training and early work.

Edwin Landseer Lutyens was born in London in March, 1869, and was the son of Charles Lutyens, who gave up a military career to become a painter. He studied for two years at South Kensington and spent a year in the office of Ernest George and Peto, where Herbert Baker was at one time an assistant. As early as 1888 he carried out some alterations to a cottage at Thursley.

His first important commission was in 1890, when he built Crooksbury House in Surrey. It is interesting to compare the early part of this work with that of the additions carried out by him eight years later. The influence of the Surrey vernacular, red brick, tile hanging or weather boarding, casement windows, tile roof and great brick chimneys, is seen in the former, whilst the latter is inspired by the beautiful red brick houses with large sash windows and classic doorways of the late seventeenth and eighteenth centuries, in the design of which Lutyens was so successful.

These appear to be the two main influences on Lutyens' work throughout his career.

In the first, a studied picturesqueness is apparent in many of his early buildings, but his later work is marked by formal symmetry both in planning and design.

His love of experiment in materials and their colour values is noticeable in many of his early buildings and this may be due to an artistic heredity. In Goddards, Surrey, built in 1899, one finds a wonderful blend of rough cast plastered walls, with red brick surrounds to the openings, roofed with red tiles with warm cream stone slabs, reminiscent of the Cotswolds, at the eaves.

Marshcourt, near Stockbridge, built in 1901, shows a daring mixture of chalk, flint and brick with red tiled roof, whilst Nashdom, Taplow, 1909, is of white-washed brick, white sash windows, green shutters, and red tiled roof, partially screened by parapets, and beautiful brick chimneys. Stone is used in the entrance portico and in the centre of the garden front.

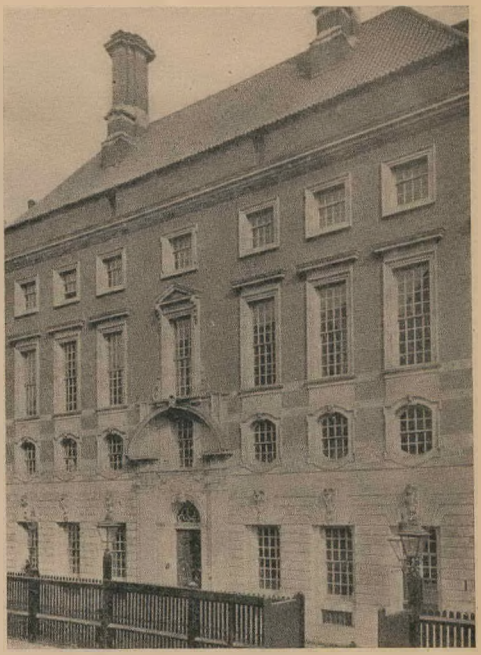
Heathcote, Ilkley, Yorkshire, 1906, is in marked contrast to his previous buildings. Built of grey stone with red pan tiled roof, it is a curious blend of the Palladian tradition and Yorkshire vernacular, carried out successfully by Lutyens in his inimitable manner. Portions of the garden front are undoubtedly inspired by Sanmicheli's work at Verona.

Internally, too, he was equally daring in his experimental use of materials. Structural timber and half timber work with brickwork and stone appear in many of his early buildings, but his later work is marked by a scholarly handling of classical details in wall panelling, fireplaces and ceilings.

The planning of the garden in conjunction with his houses was extremely successful. In many of these he was associated with Miss Jekyll, for whom he built the charming home at Munstead Wood. This was an ideal partnership, architect and horticulturist, and led to splendid results.

Of Lutyens' town and public buildings, the Country Life building was one of the earliest. In this one sees the influence of Wren's portion of Hampton Court Palace, a fine blending of red brick and stone, with a red pan tile roof. The central square at Hampstead Garden Suburb, which was intended to focus the intellectual and religious life of the community, was carried out by him. Here there is a central area laid out on broad lines and flanked by two churches, St. Jude's and the Free Church. These are his earliest efforts in ecclesiastical architecture and both reflect his ingenuity in planning and construction. The nave of St. Jude's has plaster vaults separated by brick arches with a shallow dome at the crossing, the aisle roof being of timber. The interior shows a simplicity and breadth of treatment rarely to be found in modern church design. The Institute and surrounding buildings are carried out in varying shades of brick covered with steep tile roofs. The whole group forms a delightful unified composition.

In London, Lutyens designed several large office buildings, notable among which is the Midland Bank, Cheapside. He was commissioned, on the advice of Sir Hugh Lane, to design the Art Gallery in Johannesburg, but to-day, unfortunately, only a part of the central portion and two of the wings have been completed. This building, in detail, is full of the charm usually associated with his work, but the stone employed has proved unsatisfactory, and the change in material and design



"COUNTRY LIFE" BUILDING: COVENT GARDEN

in the recent additions has not tended to improve the original conception.

He was also responsible for the Rand Regiments' Memorial in Hermann Eckstein Park, a scheme which, with its surrounding balustrades and pools, it is hoped, will one day be completed.

The late J. M. Solomon was closely associated with and inspired by Lutyens, and his work in the building for the Young Womens' Christian Association and a building for St. Andrew's School, both in Johannesburg, clearly show this influence.

In 1913, Edwin Lutyens and Herbert Baker were commissioned to lay out the new city at Delhi, and erect the government buildings there. Lutyens' chief work was the Viceregal Palace at the end of the main avenue leading between the two Secretariat buildings designed by Baker. This building is an indication of the remarkable manner in which Lutyens could adapt himself to the local building methods and materials in his buildings. Here we have a brilliant blending of classical and Mohammedan motifs, whilst the planning of



THE JOHANNESBURG ART GALLERY, 1910

the building as a setting for the pomp and circumstance connected with the gorgeous receptions in the Eastern empire is a tribute to his genius. Sir Herbert Baker once described him to me as "a geometrical wizard," and he loved to work out his schemes using some geometrical unit as a basis. This has been carried almost to extremes in his design for the new Roman Catholic Cathedral at Liverpool, a vast building in brick and stone. Here he has used a rather elongated arched opening as the basis of proportion in his sections and this unit of proportion has been carried throughout the building. He showed me with great enthusiasm the whole of the details for this amazing building and presented me with a set of working drawings "to show your boys," as he said.

His embassy building at Washington is another example of his great versatility in planning and design. Built of stone and red brick, the main building, for reception and residential purposes, is flanked by two office blocks. He endeavoured to give the buildings a distinctly English flavour and introduced many delightful heraldic motifs in the entrance gates and piers, in the screens, and in the main entrance hall and staircase. When I visited it in 1932, I found much criticism being levelled at the plan of the building because of the lack of circulation for receptions and also at the great cost of heating the building. I mentioned these points to him at lunch one day, but he brushed them aside with the remark, "Did you notice certain details in the staircase and dining room, and did you note that the Roman hypocaust system of heating had been employed throughout the building, so that a dog could lie comfortably on any of the floors and keep warm?" The fact that a very large quantity of coal was required each day to heat the building did not seem to worry him in the least.

Sir Edwin Lutyens was a delight to meet socially. He was a brilliant raconteur and soon became the centre of any gathering. My last meeting with him was at lunch at the Garrick Club in 1932, when our table was shared by a Minister of War and a famous playwright. Throughout the meal he was making sketches to illustrate his points and insisted on my sketching any details to which I might have referred in conversation. I remember his asking me whether I had noticed anything unusual in the windows in the base of the Banquetting House, Whitehall. On replying in the negative he took me there and drew my attention to the fact that there were no keystones to these window openings. "Show this to your boys when you get back," he remarked. This is typical of his meticulous care for details and a remarkably observant faculty.

His Cenotaph at Whitehall, will always stand as one of the simplest and most dignified of all the memorials erected to those who fell in the Great War, and has become recognised as a symbol of Empire.

Sir Edwin was elected an R.A. and for a year or two was President of the Royal Academy. In this capacity he had a great deal to do with the Royal Academy scheme for rebuilding London, a monumental project influenced very largely by the work of Sir Christopher Wren.

Whatever criticisms may have been levelled against the scheme did not deter him in his enthusiasm which was carried on until shortly before his death. His influence on English architecture is almost as great as that of Inigo Jones or Christopher Wren and he will always be remembered as one of the outstanding exponents of the classic tradition in Great Britain, and one of the great architectural leaders of the first quarter of this century.

G. E. P.



THE VICEROY'S HOUSE AND THE VICEROY'S COURT, NEW DELHI, JANUARY, 1931

THE CITY HALL

ARCHITECTURAL RESEARCH AND PROGRAMME FOR DESIGN

By K. Hall Gardner

THIS IS THE FIRST PART OF VOLUME TWO OF AN ARCHITECTURAL THESIS, "A CITY HALL FOR CAPETOWN".

CHAPTER I.

THE NEW CAPETOWN

> "It is observable, that . . . those ancient cities which from being at first only villages have become, in the course of time, large towns, are usually but ill laid out compared with the regular constructed towns which a professional architect has freely planned on an open plain; so that although the several buildings of the former may often equal or surpass in beauty those of the latter, yet when one observes their indiscriminate juxtaposition, there a large and here a small, and the consequent crookedness and irregularity of the streets, one is disposed to allege that chance, rather than any human will guided by reason, must have led to such an arrangement."
> —René Descartes; 1640.

The growth and development of cities throughout the world have been up to the present along lines determined by whatever happens to have been the dominant factor in the government of the city, and in the lives of its inhabitants. The complexity of the contemporary city (and individual prejudices arising out of daily contact therewith) clouds our judgment, but in the clear perspective of history we can see that only two factors (or combinations of them) have really dominated the lives of the inhabitants of cities—commerce, or the personality of an individual. On the one hand we see cities such as London and New York, which have been growing steadily for centuries on no sort of plan whatever; to all outward appearances a sort of spontaneous mushroom culture from rich earth, but actually resulting from the simultaneous but totally uncoordinated, competitive rather than co-operative, toad-stool activities of individual capitalists, tycoons of industry, real-estate speculators, and all the rest of the names in the all too familiar list, with even the humblest officer-worker or labourer making his contribution to the chaos with his mushroom villas and his suburban snobbery. On the other hand we see cities such as Paris and, more recently, Rome and Moscow, where a Man of Destiny has left, superimposed on the amorphous mass of commercial development, enduring testimony of his megalomania (and of his military foresight) in the broad boulevard, the majestic forum, and the bleak prospect. Capetown, with its purely commercial origins and development, falls into Category I of the above (Pointless Grid Sub-section).

The modern alternative to the anarchy of commerce, and to the political upstart with unified power but lacking in wisdom and taste, is the professional Town-Planner, who is able to regard the problems of the development of a city and of the best disposition of its constituent parts disinterestedly and far-sightedly, by virtue of his training, knowledge, and experience. The professional Town-Planner exists, and it is one of the many acid tests to which the democratic system is at present being subjected, whether or not we will make the fullest possible use of his services.

Capetown is one of the few cities fortunate enough to be situated in a mountain amphitheatre and bounded by the sea in such a manner that straggling, unplanned suburban development has been restricted to a certain extent (this being no reason for self-congratulation on the part of its citizens, for wherever such development has been at all possible, such horrors as Belville have invariably resulted); Capetown's further good fortune is unique, namely that it has been practicable to reclaim from the sea an area of well over two hundred acres of virgin land, conveniently adjacent to the existing business centre of the city—a blank sheet of paper such as the Town-Planner usually visualises only in his wildest dreams. Capetown is in need of an efficient new business area; of a comprehensive centre for its civic functions, cultural activity, and administration; and of some form of concrete expression of the abstract conception of the city as the "Gateway of South Africa." If these three fundamental requirements can be intelligently met on the Foreshore Area, not only will the present deficiencies of Capetown be remedied, but the City may well become an inspiring example to the cities of the world for many generations to come.

THE FORESHORE PLANNING SCHEME

The foreshore area is at present owned by the South African Railways & Harbours Department of the Union Government, and it is to be hoped that ownership of a suitable and adequate portion thereof will be transferred to the Capetown Municipality (either free or at nett cost of reclamation) as the site for a monumental approach and new civic buildings; other portions will probably be used for public buildings to accommodate the Capetown staffs and business of Government

Departments ; and the remainder (apart from that retained for S.A.R. & H. purposes) sold in the open market in periodically released sections, the development thereof being controlled by specially promulgated town-planning regulations. At all events, various schemes for the general lay-out have been drawn up for and submitted to the S.A.R. & H. and the Municipal Authorities. In the writer's opinion, that of the Town-Planning Advisers to the S.A.R. & H. (F. Longstreth Thompson and L. W. Thornton White) combined in the most satisfactory and efficient manner the various (and in many instances conflicting) requirements and accommodation ; and accordingly the site provided in this scheme has been adopted for the City Hall which is the subject of this thesis. The revised scheme is illustrated in sketch form below ; while some relevant points in the Report of the Advisers are summarised in the following paragraphs of this chapter.

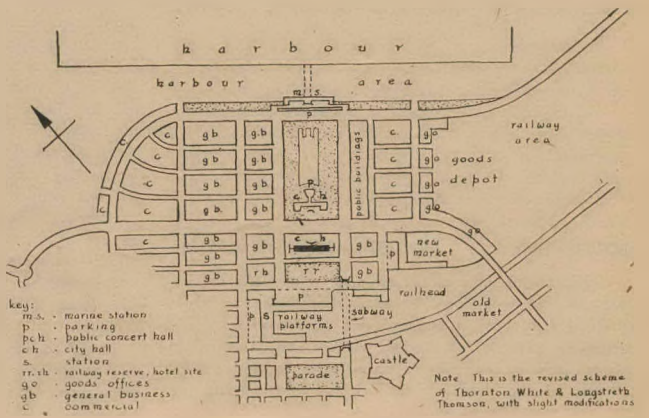
" Monumental approach—basic conception of scheme is the T-shape formed by approach from harbour to city, and by main transverse traffic artery. Adderley Street is retained as the chief business street, divorced from the spacious dignity of Plein and Buitenkant Streets, the extensions of which connect harbour and city, and enclose an open space which has a tree-flanked saltwater basin down most of its length. Marine Station is reached from Harbour by a bridge spanning dock railway tracks, thus obviating level-crossings ; and is fronted by an elevated terrace giving a panorama of Table Mountain, and a parking area.

"City Hall—site is ideal for municipal administration, being at focal point of combined new and old city ; ideal for civic and ceremonial purposes, because of its position in regard to the Monumental Approach.

"Public Buildings—future government and/or municipal public buildings, situated along one side of the Approach, will both contribute to and partake of the amenities of the central open space.

"Street System—(a) Three Primary Roads cross city from East to West, namely the Grand Boulevard (200 feet wide) which forms the main traffic artery from East to West and connects with the Sea Point Main Road and the De Waal Drive at its ends, thus also forming the chief entrance to the city from the suburbs on both sides ; the Marine Road along the harbour boundary which forms the chief entrance to the City from the North, and from the mainland as opposed to the suburbs of the Peninsula, and at its other end connects fairly directly with the scenic coastal drive beyond Sea Point ; and finally the extension of Strand Street past Parade and Castle to connect with Albert Road, Woodstock, etc., and also to serve the existing city area's transverse circulation requirements. (b) Secondary Roads, for local distribution of traffic from the primary roads, run at right angles to them and line-up with principal existing streets, thus linking the old and the new areas of the city. (c) Service Roads, 70 feet wide, should be designed to discourage through traffic, and leave sites running N.W.-S.E. to secure most favourable aspect for buildings fronting thereon. Dock area is entered at various points along the primary Marine Road. All primary and secondary street intersections should have traffic circuses with a central island diameter of approximately 150 feet. Direct crossing of secondary streets should be discouraged by the arrangement of central islands, and by staggering of service roads.

"Car Parking Facilities—three main kinds required: (a) All-day parking for cars used as daily transport between home and business, best provided 'on the spot' by reservation of part of each building site as light well and parking area, at both ground and basement levels; (b) Long-term parking (half



PROPOSED PLAN OF CITY

to three hours) for shopping purposes, etc., and for overflow from (a), also for places of entertainment or public assembly, best provided in parking garages, alternatively in special parking areas, such as those shown adjacent to stations on p. 65 ; (c) Short-term parking (say 15 minutes) for short calls, best provided at kerb side, arranged so as not to interfere with main flow of traffic along the street (say parallel two-car bays, 8 feet wide).

"Business and Commercial Sites—future industrial development should take place on Cape Flats rather than on foreshore area ; use of land in the new area controlled by zoning regulations. Note that extended Plein Street (facing the Approach) provides ideal sites for hotels, restaurants, club buildings, etc.

"Height and Bulk—should be related to width of streets ; bulk should not give a building-population exceeding the traffic capacity of streets ; height should be limited to ensure adequate air-space and sun. Appearance of the Approach would be enhanced by a greater permissible sheer height (say 200 feet) for the extended Plein Street frontage than for the surrounding buildings.

"Design of Buildings—control of design and materials should be rigid enough to ensure harmony and architectural coherence, not so rigid as to stifle both architectural and economic development. The layman judges the merits of a town not by the finer points of its planning, but by the collective appearance of its buildings. Very important also in the general impression produced by the city as a whole, is the detailed lay-out and furnishing (tree-planting, street-lighting, colour of bus standards, etc.) of the streets themselves." —Extracted and summarised from the Report of the T.P. Advisers on the Capetown Foreshore Scheme, 1940.

CHAPTER II.

A CENTRE FOR CIVIC AND CULTURAL ACTIVITY.

> "Urban masses can, and frequently do, expand a hundred times without acquiring more than a shadow of the institutions that characterise a city in the sociological sense—that is, a place in which the social heritage is concentrated, and in which the possibilities of continuous social intercourse and interaction raise to a higher potential the activities of men." —L. Mumford.

REQUIREMENTS OF AN ESTIMATED POPULATION.

A civic centre, in a city, must meet three basic requirements—it must house the city's administrative departments in an efficient manner ; it must provide accommodation of a suitable character for ceremonial functions and gatherings of citizens ; and it must form a focal point for the cultural activities of the public. The first two requirements are absolutely essential, and are usually met on a scale more or less proportional to the population of the town or city, as the case may be. As regards the third, however, it should be noted that cultural activity increases out of all proportion to an increase of population—mental activity is non-existent in Aubergenville, and verges on decadence in Paris. In Europe, a city-population of a million is usually considered the minimum, below which full cultural facilities in the field of theatre, art, literature, music, universities, good magazines, etc., cannot be achieved—if a city's population is well below this figure, then its inhabitants must take a train to the nearest large city if they wish to indulge in such extravagances as, for instance, a first class performance of an opera. In South Africa, however, the mountain and Mahomet are in most cases so far apart geographically, that each town must provide its own cultural facilities or go without. With its present population of approximately one third of a million, Capetown, though better equipped than most towns in this country, has not even the minimum standard of cultural facilities previously outlined (Part I of this Thesis, page 20).

At the present rate of increase (see graph, Part I, page 35) Capetown's population would reach the million mark in about 1970 ; or thirty years hence ; and the two-million mark in about 1991, or fifty years hence. As we shall see later in this chapter, fifty years is the maximum life of an administrative building ; therefore the administrative portions of the proposed City Hall should be designed for a population of about 1,000,000 (or a period of 30 years), with provision for expansion of city population to 2,000,000 (or a further period of 20 years ; total life 50 years) ; and it is on these figures that the design will be approximately based.

FINANCING THE CIVIC CENTRE ; A WARNING.

Those who decide the policy and expenditure of the city (in the case of Capetown, the Councillors) should beware of "civic ballyhoo," or over-optimism on the subject of future growth and increased prosperity ; the future may hold either blight or blessing in store for a city, and no man can say for certain which will be its lot. A civic centre built in anticipation of a rise in population would be a heavy liability if the rise did not take place ; indeed a rise in population (if, for instance, it should be of the underpaid industrial worker class) can actually impose a burden on the rates, thus decreasing the city's prosperity and making an extravagant civic centre still less justified. In many American cities elaborate civic centres have been built on such expectations, with borrowed capital, at a cost far higher than the city could reasonably afford—more often than not the expected inflation in values and revenue has failed to materialise, leaving the city saddled with large loan-debts to be liquidated out of dwindling revenues.

In city administration, unlike most businesses, doing things on a larger scale does not mean a smaller cost per capita of population ; in fact, a city's expenditure is related to its

growth at a more-than-proportional rate (the Law of Increasing Costs in Municipal Administration); the reason being, of course, that the standards of municipal service rise—a large city requires not merely more service than a smaller one, but better service as well. This fact should be kept constantly in mind when considering the provision of a centre for civic activity.

In a city such as Capetown, where capital expenditure on public improvements is largely met by loans, civic buildings could not normally be said to be actually owned by the city —in effect they would be subject to a mortgage, the city having to pay annual rental for them in the form of interest on and repayment of loans (whether privately or publicly subscribed). Under such conditions, excessive expenditure on a civic centre would be most ill-advised. Let Capetown have an adequate civic centre, preferably one which the city actually owns freehold (paid for on the pay-as-you-go plan of financing public improvements out of current revenues); rather than a group of mounmental white elephants under which our grand-children may groan financially.

THE LIFE OF CIVIC BUILDINGS; A MISTAKEN TRADITION.

The die-hard traditional conception of a civic centre is that of an all-purpose hall around which huddle, as if for protection, chaotic groups of administrative offices; an inflexible whole, rigid as if hewn out of the solid marble. Why? Clearly a relic of the small-town days when civic activity was on so small a scale that efficiency and economy dictated such an arrangement. As applied to the contemporary city the traditional conception neglects two fundamental facts; firstly, that when the scale of any organisation is increased beyond a certain point, efficiency lies in separation rather than in concentration; and secondly, that the administrative and the ceremonial (and cultural) activities of a city expand at different rates from each other, and demand different treatment of their architectural accommodation.

As a direct result of this tradition Capetown is saddled, after a mere 25 years, with hopelessly inadequate administrative accommodation in an office expensively and solidly enough built to last several more generations. In the short period since its erection, sufficient money has been spent on alterations, and on renting premises for the administrative overflow, to have paid for an entire new administrative building. That the Grand Hall is already regarded as an aesthetic and acoustic abortion, due to the misguided romanticism of its designers and their epoch, is quite irrelevant to the fact that from the cold points of view of areas and accommodation this portion of the building is still almost adequate. The administrative portion is unsightly and inadequate; the ceremonial portion is just unsightly—but both will have to be scrapped, and so much money has gone down the drain.

With the most flexible planning, and the most far-sighted allowance for future extension, the administrative is bound to outgrow the civic and cultural. To-day it is an accepted fact that the life of a commercial building should not exceed 50 years at the outside, or inefficiency is bound to result; why should the commercial business of city administration be an exception? Let us realise for once and for all that the architectural accommodation for the administrative departments of the customary city must conform to the standards of efficiency of a modern commercial enterprise; nay, must surpass them. Let the desire for the expression of permanence dictate the design of the assembly-hall, of the concert-hall; but not of the administrative office.

THE QUESTION OF EXPANSION

In planning administrative accommodation with an eye to the future, two types of possible change must be borne in mind. Firstly, the departments may alter in relation to one another (one may expand, and another shrink), and details of organisation of each may be changed fairly frequently—such changes are quite unpredictable, and the architect can only do his best to ensure maximum flexibility in planning and structure. The second type is much more definite, if less easily solved, namely, that the administration as a whole will expand very rapidly and very considerably—cases have been known where administrative offices, adequate when planned, have been quite inadequate by the time they were completed. Thus a building (and its site) capable of housing present organisation only (even if generously) would be worse than useless—it would hamper civic administration from the day it was completed until the day it was scrapped as a bad debt, and replaced.

The question cannot be solved by the mere provision of "room for future expansion" on the site—apart from the financial loss entailed in valuable land lying idle for years, such a measure usually results in future extensions that are inefficient from a planning point of view, with long corridors and bad circulation. It becomes increasingly evident that the solution does not lie in lateral expansion. Vertical expansion, however, has decided possibilities—hitherto unexploited on account of the illogical tradition that civic buildings must be of spread out, horizontal character. It goes without saying that vertical expansion would make symmetrical or neo-classic treatment out of the question (which is a Good Thing).

From an economic point of view the question of expansion can be solved by various dodges, such as the provision of lettable office space adjacent to the administrative offices, to be taken over by the departments bit-by-bit if and as they expand; such arrangements, however, are inconvenient to both parties in the intermediate period, and are really only suited to municipalities with Shylock mentalities.

In view of the fact that the Council Apartments and Assembly Hall would probably still be adequate when the Administrative Departments had been doubled, an ideal arrangement (if practicable) would be to design these two portions as separate structural entities (though linked in planning), so that when the latter was finally due for complete

rebuilding (as it must become sooner or later), this operation could be carried out without destroying the former.

THE ALLEGED "ALL-PURPOSE" HALL

"To dance under a balcony encourages claustrophobia, and to eat a banquet in the frowning face of vacant seats dissipates all sense of decorum."
—C. Cotton.

The requirements of a hall used for public assembly, and those of a hall for concerts, theatrical entertainments, cinema-projection, etc., are directly opposed from all aspects—level or raked floors, movable or fixed seating, brilliant or subdued lighting, daylight and artificial or artificial lighting only, sight-lines up to a platform or down to a stage, with or without balcony; and dozens of other competing alternatives in planning, acoustics, construction, aesthetic treatment, and "mood."

The "All-purpose" Hall based on compromise can never serve any one of its purposes really well, and will serve most of them abominably. In smaller cities, such a hall is necessary on grounds of economy, but in Capetown, even at present, great difficulty is experienced in fitting in the varied functions at the City Hall—bookings must be long in advance, consecutive bookings are precluded by standing weekly performances, day-time rehearsals clash with the preparation of the Hall for evening functions, and so on, to such an extent that two halls would be economically justified on these grounds alone. Add the fact that Capetown is totally lacking in accommodation for the major arts of drama and opera, and the arguments in favour of two completely separate halls, each fulfilling its functions to near-perfection, become irrefutable.

A DEFINITION; THE PROPOSED CITY HALL.

Throughout this thesis the term "City Hall" is used to mean a centre for public assembly (other than theatrical, concert, etc.), Council and Mayoral meetings and functions, and accommodation for the central staffs of the Administrative Departments, including facilities for the public in its dealings therewith. The City Hall is to be a unit in the Civic Centre, forming a link (in position as well as in function) between the "leisure" and the "working" portions of the City.

NOTES ON CHAPTER 2.

[1] Professor E. Batson of the Social Science Department of the University of Capetown suggests the following probable-population-increase figures for greater Capetown; they are based on the trend of increase since census data has been available, and happen by chance to coincide very closely with the present rate, which has been remarkably constant since the 1911 Census. The figures are, of course, subject to a host of unpredictable eventualities, but they do represent the best possible estimate that can be deduced from past trends.

Population in 1942—350,000 (actual);

Population in 1948—500,000 (almost certain);

Population in 1970—1,000,000 (probable);

Population in 1991—2,000,000 (a purely academic probability).

CHAPTER III.

PROGRAMME FOR THE DESIGN

In this chapter a thorough analysis of the problem is attempted. The data, which has been collected from municipal officials from the Mayor down to the Hall-Porter, including officials from all five of the Administrative Departments, is set forth as follows for each department—firstly, a description of the present functions and duties of the department; secondly, a diagram showing the present organisations and size of staff of the department; and finally, a programme of the accommodation which the writer proposes to provide for the department when it will have expanded more or less in proportion to the increase in population of the City discussed in Chapter 2.

Note.—Wherever in this chapter reference is made to Departmental Organisations, Staffs, etc., such reference does not include decentralised branches, outside supervisors, labourers, etc., except where they directly affect the central administrative accommodation which comes within the scope of the proposed design.

COUNCIL, MAYOR, PUBLIC HALLS, ETC.

No useful purpose would be served by here tabulating the accomodation or describing the planning of the existing City Hall. Aesthetically, of course, it is a nightmare—even Laidler (who is proud enough of most of Capetown's heritage from the past) describes it as an "ugly, over-ornate building of the Renaissance type." From the practical point of view it has been out of date for many years. The Council Apartments and Assembly Hall are still almost adequate in size, but the administrative offices have spread North, South, East, and West into odd buildings all over the City. Those Departments which do remain in the City Hall spend large sums of money annually on shifting weight-bearing partitions around; this work being, incidentally, a perpetual headache to the Architectural Branch of the City Engineer's Department. In short, while the structure was built expensively and solidly enough to last for centuries, the conception of city administration on which the whole design was based was short-sighted; the simple and inevitable result being that the building is obsolete after a mere 35 years. The mistake must not be repeated.

Functions of existing and proposed apartments.

COUNCIL, MAYOR, PUBLIC HALLS, ETC.

Note.—For full explanation of the detailed functions of the Council, and of its subdivision into Committees, see Part I of this Thesis, Page 30.

1. Council Chamber—for the conducting of all Council discussion, debate, and business generally. Sound acoustics essential.

2. Press room—a waiting room where representatives of the Press can write up reports, phone their offices, or relax with a sandwich between sessions.

3. Lobby—for Councillors to "stand around" and talk to representatives of the Press, personal friends who are not Councillors, and odd members of the public.

4 and 5. Robing and retiring rooms—for Councillors to don ceremonial robes before entering the Council Chambers, to get together for preparation of notes and tactics ; to take ten minutes out for a cigarette ; or to sit out their opponents' speeches.

6. Councillors' library—for consultation of standard reference works ; general reading ; relaxation ; light refreshments ; smoking ; conversation ; telephoning ; in fact the amenities of a club.

7. Councillors' dining room—serving of full meals to Councillors in cases of extended sessions, etc.

8. Committee rooms—for all Committee meetings and business.

9. Mayor's parlour—the Mayor's general office, where he receives deputations, gives interviews, etc.

10. Mayoress' parlour— as above, but also used for charity work, small receptions, sewing or knitting bees, etc.

11. Reception hall—for the reception of guests by the Mayor (the "Mayor's Handshake") at all important civic functions, before the guests pass into the Assembly Hall.

12. Assembly hall—for conferences, receptions, lectures, meetings, exhibitions, bazaars, horticultural shows, school entertainments and prize distributions, physical culture displays, dances and balls, boxing and wrestling contests, and meetings of citizens for election, political, or other purposes. Note that the hall is not to be used for concerts (no organ) or theatrical performances, as these would take place in the proposed Concert Hall on the site to the East.

13. Banqueting hall—for the serving of Civic Lunches and Dinners ; refreshments in connection with Assembly Hall functions ; private hire for banquets, receptions, soirees, etc.

14. Minor assembly hall—for civic and private use in all cases where the use of the main Assembly Hall would be unwarranted on the grounds of size or expense.

15. Wedding halls—for non-religious weddings in cases where a certain amount of ceremony is desired rather than the dingy atmosphere of the Registry Office.

Carillion—it is desirable that the existing carillion-bells should be maintained, as they give character to the City, prestige to the City Hall, and an architectural excuse (if one is needed) for a tower.

PROPOSED ACCOMMODATION

COUNCIL, MAYOR, PUBLIC HALLS, ETC.:— APARTMENTS REQUIRED.	Area in sq. feet.
COUNCIL:	
1. Council Chambers	2,500
Horse-shoe seating for 45 to 50 Councillors; Seating for 4 Dept., Heads; Dais for Mayor, Deputy and Town Clerk. Desk for Minuting Clerk; Public Gallery; seating 50; Separate from Press Gallery Press Gallery; seating 10; With access to (3).	
2. Press Room (telephones, etc.); Adjoining Press Gallery.	400
3. Lobby; Between (1) and (4).	600
4. Robing and Retiring Room (Men) Lockers ; Lavatories, etc.	800
5. Robing and Retiring Room (Women) Lockers ; Lavatories, etc.	300
6. Councillors' Library Small stack-room; Large reading-room; Service-hatch; telephones; etc.	1,000
7. Councillors' Dining Room With full kitchen, etc.	900
8. Six Committee Rooms With easy access to committee branch of T.C.'s Dept. (a) Seating 30 members; 1,000 (b) Seating 20 members; 750 (c) Seating 15 members; 500 (d) Seating 15 members; 500 (e) Seating 12 members; 450 (f) Seating 12 members; 450	3,600
	10,100
MAYOR:	
9. Mayor's Parlour With easy access to T.C.'s Dept. Secretary's Office; Waiting Room; Changing-room and Lavatories.	800
10. Mayoress' Parlour Waiting Room and Typiste; Changing-room and Lavatories.	650
	1,450
PUBLIC HALLS:	
11. Reception Hall Leading to Assembly Hall with street entrance.	1,500
12. Assembley Hall[1] (Seating 2,500) With ungraded floor, suitable for dancing. Gallery; Optional; Platform accommodating 100; Retiring rooms off platform; Chair store; Foyer, Cloakrooms and Lavatories. Box-office, Hall-keeper, etc.	12,500
13. Banqueting Hall[2], Seating 500. With kitchen, etc.	
14. Minor Assembly Hall; Seating 1,000.	5,000
15. Wedding Halls (a) Seating 200 persons; 1,500 (b) Seating 50 persons; 450 Small Office for Registrar; Part-time only.	1,950
	23,950
MISCELLANEOUS:	
Cleaner's Store-room and Cupboards. Cloakroom and Lav. accommodation (for minor halls, etc.). Telephone Exchange Room. Switch Rooms. Air-Conditioning Room. Garaging for Mayor's car (with chauffeur). Preferebly on Ground Floor. (Also for Official cars, Councillor's cars, etc.). In basement. Tower with clock, announcements balcony, viewpoint, carillon chamber and bells. Resident Caretaker's Flat. All necessary circulation space, entrance halls, vestibules, with provision for porters, etc.	
Total superficial area (very approx.)	45,000

[1] Existing Assembly Hall seats 1,600 persons; has an area of 7,950 feet super.

[2] Existing Banqueting Hall seats 300 persons; has an area of 1,850 feet super.

TOWN CLERK'S DEPARTMENT.

The town clerk represents the Council in its dealings with the central government, and with the administrative departments. He serves Mayor, Council, Departments, and the Public, and has more contacts than any other Official. His office has therefore become the home of everything that cannot logically be assigned to any of the other four departments. He is the custodian of City Hall procedure ; and must see that all the essential formalities are complied with in all fields of the Council's activity. His office serves as a general bureau for information and public complaints or enquiries. His department may be said to generally pull together the loose ends of city administration.

The chief duties and functions of the Town Clerk's Department in Capetown at present are as follows:—

Attending all Council meetings—advising on points of procedure, seeing that meetings are legally called, that a quorum is present, that resolutions and ordinances are properly introduced, read, authenticated, and published. The Chief Committee fulfils all these functions at meetings of Committees.

Receiving and presenting to Council any public petition.

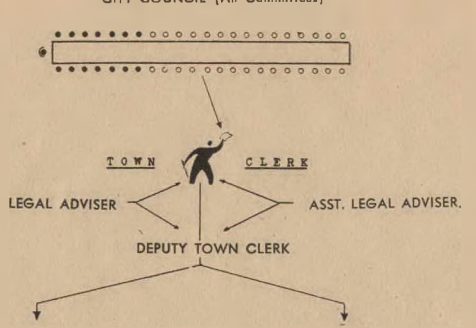
Preparation and publication of all notices—notice of hearings, intention to close streets, amendments to regulations, etc.

Keeping all official records.

Arranging for the printing of Year-Book, Mayor's Minutes, revised regulations, etc. ; and keeping copies of these documents available to the general public.

Registration of Voters, and all routine work in connection with local elections.

All clerical work in connection with the following—Municipal Valuations, letting of Municipal Halls, Performing Rights, Trade-licensing, Hours of Trade, Municipal Scholarships, Municipal Pensions and Staff-records, Insurance of Council buildings, Permits for Street-collections, Issue of stationery to all departments, Catering for Municipal restaurants, cafes, etc., Municipal Orchestra, Civil Functions and Receptions, Translations, and all similar details of civic administration.



Chief Clerk.
General Office:—
Enquiries Clerk,
Stationery-Office Clerk,
Insurance Clerk,
Staff-Records Clerk,
Voters' Roll and Valuation-records Clerk,
Office-records and Civic-functions Clerk,
Pension-Fund Secretary,
Official Translator,
Mayor's Clerk,
6 Junior Clerks,
12 Typistes,
Head Messenger,
5 Messengers,
Hall-Keeper,
Mace-Bearer.

Chief Committee Clerk.
Senior Committee Clerks:—
Streets Comm. Clerk,
Amenities Comm. Clerk,
Plans Comm. Clerk,
Public Health Comm. Clerk.

Committee Clerks:—
Property Comm. Clerk,
Markets Comm. Clerk,
Finance & Gen.-Purp. Comm. Clerk,
Native Affairs Comm. Clerk,
Traffic & Fire-Services Comm. Clerk,
Trade-Licences Comm. Clerk,
Electr. and Waterw. Comm. Clerk,

10 Asst. Committee Clerks.

Note.—The Branches under the following Officials are all grouped under the Town Clerk's Department:—

Manager of Seaside Attractions,
Director of Parks and Gardens,
Superintendent of Natives,
Traffic Superintendent,
Chief Officer of Fire Brigade,
Market Master,
Veterinary Surgeon and Abattoirs,
Superintendent of Airport;

but are mostly, by the nature of their activities, most satisfactory when decentralised. The only Branch requiring accommodation in the City Hall is that of Seaside Attractions, which has a staff of approximately 5 for clerical work.

TOTAL DEPARTMENTAL STAFF—62.

PROPOSED DEPARTMENTAL ACCOMMODATION.
TOWN CLERK'S DEPARTMENT:—

ROOMS REQUIRED.	Area in sq. feet
DEPARTMENTAL HEADS:—	
Easy access to and from Council and Mayor, etc.	
1. Office for Town Clerk	300
2. Office for Deputy Town Clerk	250
3. Waiting Room and 2 Typistes Common to (1) and (2)	200
4. Office for Legal Adviser	200
5. Office for Asst. Legal Adviser Adjoining (1) and (2).	150
	1,100
DEPARTMENTAL ADMINISTRATION:	
6. Office for Chief Clerk	200
7. Stationery Stores (all Departments) Ground Floor if possible.	1,000
8. Staff Records Office (all Departments)	750
9. Voters' Roll and Valuation Records Office Public access (major).	1,500
10. Pension Fund Secretary's Office	200
11. Office for Official Translator (and Asst.)	200
12. Filing and Council Records Room	450
13. Strong Room	150
14. Office for Civic Functions Clerk	150
15. General Office (Enq. Clerk; 15 Clerks; 20 Typistes; 5 Messengers) Public access.	3,000
16. Office for Mayor's Clerk Adjoining Mayor's Parlour.	150
17. Messengers' Office (Head Mess.; 5 Messengers; Hall-keeper; Mace-bearer) Near Main Entrance.	350
18. Municipal Research Office	400
	8,500
SEASIDE ATTRACTIONS BRANCH:	
19. Office for Manager	200
20. General Office (8 Clerks; 2 Typistes)	750
	950
PUBLIC RELATIONS BRANCH:	
21. Public Information Bureau Near Main Entrance.	200
22. Statistics Office (graphic presentation of Annual Report, etc.)	500
	700
COMMITTEE CLERKS' BRANCH:	
23. Office for Chief Committee Clerk	200
24. 12 Offices for Committee Clerks (at 150 feet each)	1,800
25. Typing Office Serving (23) and (24).	200
	2,200
TRADE LICENSES BRANCH:	
26. Trade Licences Office Public Access.	500
	500
TRAFFIC CONTROL BRANCH (inclusion optional):	
(a) Office for Traffic Supt.	200
(b) Office for Asst Traffic Supt.	150
(c) Examining Office	350
(d) Constabulary Room (Lockers, etc.)	500
(e) General Office (20 Clerks, Typistes, Mess.) Public access.	1,200
(f) Stores and Service (Traffic lights, signs) Basement.	900
(g) Car, Van and Motor Cycle Garage (incl. Repair Shop) Basement.	5,000
	8,300
MISCELLANEOUS:	
Staff—Rest Rooms, Meeting Rooms; Upper floor.	
Lav. and Cloakroom Accommodation. Men and Women on all floors, separate for Chiefs.	
Refreshment Room, Kitchen.	
Reference Library. Upper floors.	
Cleaners'—Cupboards. On each floor.	
Store Room. Basement	
Telephone Exchange Room.	
Switch Room. Basement.	
Air-Conditioning Room.	
Resident Caretakers' Flat.	
All necessary circulation space, entrance halls, vestibules, with provision for porters, etc.	
Spare rooms where convenient, and allowance for future structural extensions.	
Total superficial area of Department (very approx)	40,000

Note.—Wherever in this chapter reference is made to Departmental Organisations, Staff, etc., such reference does not include decentralised branches, outside supervisors, labourers, etc., except where they directly affect the central administrative accommodation which comes within the scope of the proposed design.

M.O. OFFICER OF HEALTH'S DEPT.

Public health is the foundation on which the happiness of the people and the welfare of the nation rest. Modern city conditions and scientific knowledge of the sources and spread of infectious diseases have made social control of public health an accepted essential of community life. This control, formerly a very haphazard business, has been revolutionised by Pasteur's Germ Theory (1877). Remedial have given way to preventive measures such as isolation of patients, quarantines, disinfectation, eradication of insect disease-carriers, and regular inspection of food, milk, and water supply—measures which form the chief duties of the Health Department.

The health department should be the least "insular" of all the departments of a city; disease knows no frontiers. It is only through the co-operative efforts of the health departments of cities throughout the world that such diseases as yellow fever, typhus, and bubonic and other plagues have been almost entirely eradicated.

The chief duties and functions of the M.O. of Health's Department in Capetown at present are as follows:—

Inspection and quarantines of arrivals in the city by ship, train, air.

Framing of regulations re reporting and isolation of infectious cases.

Compilation of statistics as a gauge of public health, and to give warning of approaching epidemics, etc.

Prophylactic inoculation (vaccination) of school-children and individual cases; inspection and remedial treatment in schools.

Public education in health matters; investigation of complaints.

Inspection of Native Locations, and remedial treatment.

Provision of advice and free meals for nursing and expectant mothers.

Maintenance of T.B. and V.D. Clinics.

Cleansing of verminous persons.

Abatement of smoke and other nuisances.

Eradication of mosquitoes and other insects and vermin.

Disinfection of premises (Public and Private).

Industrial Hygiene—Investigation of working conditions, occupational diseases.

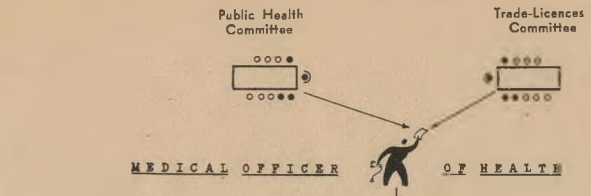
Investigation of health-aspect of trade-licensing and building plans.

Control of Drugs and Poisons; Liquor licensing and selling hours.

Inspection of Foodstuffs, Ice cream, Water supply, Milk, etc.

Inspection of Abattoirs, markets, restaurants, licensed premises, factories, tenement houses, slum properties, dilapidations, yards, stables, cemeteries, swimming pools, refrigeration plants, delivery vans, barber shops, public baths, conveniences and wash houses.

Medical services for Corporation employees.



DEPUTY M.O. OF HEALTH

ASST. DEPUTY M.O. OF HEALTH

Inspector's Branch (Staff-27)

Chief Health Inspector,
Asst. Chief Health Inspector,
2 Divisional Health Inspectors (Wards 1-7. The 3 for all other wards are accommodated outside the Head Office).
8 District Health Inspectors (Wards 1-7. The 12 for all other wards are accommodated outside).
3 Learner Health Inspectors,
2 Dairy Inspectors,
3 Rodent Inspectors,
1 Meat Inspector (For meat slaughtered outside, brought into the Municipal Area).
6 Clerks.

Administrative Branch (Staff-25)

Chief Administraitve Clerk.

General Office:—
Enquiries Clerk,
2 Juniors.

Accounts Section:—
Clerk-in-Charge,
5 Clerks.

Statistics Section:—
Clerk-in-Charge,
5 Clerks.

Records Section:—
Clerk-in-Charge,
4 Clerks,

Infectious Diseases Section:—
Clerk-in-Charge,
3 Clerks.

Maternity and Child-Welfare Branch (Staff-40)

Lady Asst. to M.O. of Health,
Junior Lady Medical Officer,
Asst. Junior Lady Medical Officer,
Social Welfare Investigator,
Chief Lady Inspector,
22 Health Visitors,
8 T.B. Health Visitors.

General Office:—
Enquiries Clerk,
3 Clerks,
Storekeeper.

V.D. Clinics Branch

V.D. Officer,
Asst. V.D. Officer.
(Remainder of Staff decentralised at Salt River and Portswood Road.)

City Hospitals Branch.

(Decentralised).

TOTAL HEAD-OFFICE STAFF—101.

PROPOSED DEPARTMENTAL ACCOMMODATION.
M.O. OF HEALTH'S DEPARTMENT.

ROOMS REQUIRED	Area in sq. feet.
DEPARTMENTAL HEADS AND ADMINISTRATION:	
1 Private Office for M.O. of Health	300
2. Private Office for Deputy M.O.	300
3. Private Office for Asst. Deputy M.O.	250
4. Laboratory for Department Heads	400
5. Waiting Room. (Interviews, etc) Common to Rooms 1, 2 and 3.	150
6. Typiste and Messenger for Departmental Heads	120
7. M.O.'s Clerk (secretarial) Adjoining (1).	120
8. Private Office for Chief Ad. Clerk	150
9. Accounts Office (approx.. 10 clerks)	900
10. Records Office (approx. 10 clerks)	900
11. Statisitcs Office (approx. 10 clerks)	900
12. General Office (Enq. Clerk, Juniors) With Public access.	400
	5,090
INSPECTOR'S BRANCH:	
13. Office for Chief Health Inspector	200
14. Office for Asst. Health Inspector	150
15. Laboratory Common to (13) and (14).	300
16. Waiting Room (interviews, etc.)	150
17. 3 Offices for Divisional Inspectors at 120 feet each	360
18. 3 Offices each accommodating 6 District Inspectors, 360 feet each	1,080
19. Office for Dairy Inspectors (4)	240
20. Office for Rodent Inspectors (6)	360
21. Office for Meat Inspectors (2) Access to street if possible.	200
22. General Office (Enq. Clerk; 6 clerks)	630
	3,670
MATERNITY AND CHILD WELFARE BRANCH:	
23. Office for Lady Asst. to M.O. of Health	250
24. Office for Junior Lady M.O.	200
25. Office for Asst. Junior Lady M.O.	150
26. Office for Social Welfare Investigation	150
27. Office for Chief Lady Inspector	150
28. Laboratory	300
29. Waiting Room (interviews, etc.) Common to (23, 24, 25).	150
30. 6 Offices, each accommodating 7 Health Visitors, 420 feet each	2,520
31. General Office (Enq. Clerk, 6 clerks) With public access.	630
	4,500
WELFARE CENTRE:	
32. General Waiting Room (also used for lectures, etc.)	500
33. 3 Infant Consultation Rooms (at 100 feet each) Opening off (32).	300
34. Locker Room for part-time M.O.'s	150
35. Free Dinner Kitchen and Servery (for approx. 50 Women)	350
36. Bathrooms and Lavatories (Women)	250
37. Stores Room	200
	1,750
CLEANSING STATION:	
38. Waiting Room	200
39. Office for Superintendent	150
40. Changing Rooms, Bathrooms and Lavs. (Men's and Women's)	400
41. Fumigation Chamber	100
42. Stores Room	80
	930
DENTAL CLINIC:	
43. Waiting Room	200
44. 2 Consultation Rooms (at 100 feet each)	200
45. Surgery	200
46. Assistant's Surgery	180
	780
TUBERCULOSIS CLINIC:	
47. Office for Medical Supt. of Hospitals	300
48. 2 Offices, each accommodating 6 T.B. Health Visitors, 360 feet each	720
49. Waiting Room (interviews, etc.)	200
50. Laboratory Adjointing (47).	300
51. 3 Consultation Rooms (at 100 feet each) Adjoining (49).	300
52. Locker Room for part-time M.O.'s	150
53. Stores Room	150
	2,120
VENEREAL DISEASE CLINIC:	
54. Office for Chief V.D. Officer	200
55. Office for Asst. V.D. Officer	150
56. Waiting Room Men and Women attend on different days.	150
57. Laboratory	300
58. 3 Consultation Rooms (at 100 feet each)	300
59. Locker Room for part-time M.O.'s	150
60. Store Rooms	150
	1,400
BIRTH CONTROL CLINIC:	
61. Office for Superintendent Part-time only.	150
62. Waiting Room (also used for lectures, etc.)	250
63. 2 Consultation Rooms (at 100 feet each)	200
	600
OPTICAL CLINIC:	
64. Office for Optician	150
65. Waiting Room	150
66. Dark Room, Optical tests, etc. To be 22 feet by 8 feet min.	180
	480
INFECTIOUS DISEASES CLINIC:	
67. Office for Chief I.D. Officer	200
68. Waiting Room With separate entrance if possible.	250
69. Office for 3 I.D. Nurses	250
70. Laboratory	300
71. 3 Consultation Rooms (at 100 feet each)	300
72. Locker Room for part-time M.O.'s	150
73. Stores Room	120
	1,570
MISCELLANEOUS:	
Staff Rooms—Rest Rooms. Meeting Rooms. Lavatory Accommodation. Cloak Rooms, etc. Upper floors most suitable. M. & W. on all floors, with separate accommodation for Chiefs.	
Reference Library for use of Staff. Upper floor.	
Public Lecture Room . With ciné projector.	
Staff Refreshment Room and Kitchen. Near rest rooms, etc.	
Garaging for Chiefs' cars (approx. 10) .	
Disinfection Service (approx. 6 vans) (under Inspectors' Branch) Ground Floor or Basement.	
Cleaners' Cupboards. On each floor.	
Cleaners' Store Room. Basement.	
Telephone Exchange Room.	
Switch Room.	
Air-Conditioning Room.	
Resident Caretaker's Flat.	
All necessary circulation space, entrance halls, vestibules, with provision for porters, etc.	
Spare Rooms where convenient, and allowance for future structural extensions.	
Total superficial area of Departemnt (very approx.)	40,000

CITY ENGINEER'S DEPARTMENT.

The City Engineer's Department may be said to carry out all the work of construction and maintenance required by the City, including all clerical jobs and filing of records required in connection therewith. The "administrative" staff is composed of organisers, designers, technical experts, clerks, and supervisors of all kinds; in other words, everybody required to direct and co-ordinate the manual work of a huge outside staff ranging from engineers and surveyors down to labourers and street sweepers.

The chief duties and functions of the City Engineer's Department in Capetown at present are as follows :—

Administration of the department—correspondence, records staff records, finance, stores, etc.

Architectural, Contracting, and Supervising work for all Council buildings, housing enterprises, etc.

Town Planning—deciding policy, zoning, issuing of T.P. regulations, passing of plans from T.P. aspect.

Issuing Building Regulations, passing building plans, inspection of building works under construction.

Maintaining up-to-date Survey Records of the Municipal Area, including properties, title deeds, changes of ownership, etc.

Designing and executing all Structural Engineering works for the Council, bridges, etc.

Provision, maintenance, and inspection of the City's Water Supply, including connections, etc., for private consumers.

Construction and maintenance of all Roads in the Municipal Area, other than certain National and Provincial through roads.

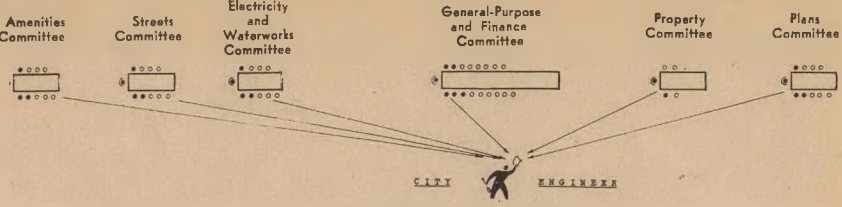
Sewage Disposal and Storm water drainage, including connections, etc., to private properties.

Cleansing, Street sweeping, Garbage collection, etc., for all public and private properties, streets, beaches, etc.

Note.—As Mr. Silverman, Chief Administrative Officer of the City Engineer's Department, was not prepared to divulge to the writer the details of his organisation, the above data is largely guess-work. The Town-Planning, Survey and Architectural Branches are exceptions, data having been obtained from the heads of these Branches.

TOTAL DEPARTMENTAL STAFF—312.

Note.—The City Engineer's Department controls and administers the work of an outside staff of approximately 5,000 men under the various branches.



DEPUTY CITY ENGINEER

Architectural and Housing Branch (Staff-40)

Chief Architect,
Assst. Chief Architect,
Chief Housing Architect,
Asst. Chief Housing Archi.
5 Architects,
15 Architectural Assts.
2 Structural Eng. Assts.,
2 House Drainage Assts.,
Senior Quantity Surveyor,
2 Quantity Surveyors,
Senior Clerk-of-Works,
5 Clerks-of-Works,
2 Typistes,
1 Messenger.

Building Plans Branch (Staff-19)

Chief Building Surveyor,
Asst. Chief Build. Sur.
Senior Technical Asst.,
8 Building Survey Assts.,
5 Building Inspectors,
1 Typiste,
2 Messengers.

Administrative Branch (Staff-22)

Chief Administrative Office
General Office:—
Chief Clerk,
5 Clerks-in-Charge of Records, Wages & Staff-records, Costing, Estimates, Correspondence;
5 Clerks,
3 Typistes,
3 Messengers.
Stores:—
Chief Storekeeper,
2 Clerks-in-Charge Stores,
Store Inspections;
1 Junior Clerk.

Survey Branch (Staff-32)

Chief Surveyor,
Asst. Chief Sur.
Senior Tech. Asst.,
9 Surveyors,
5 Surveying Assts.,
6 Draughtsmen and Learners,
Surveyor's Searcher (Clerk),
2 Clerks,
2 Typistes,
4 Messengers.

Town-Planning Branch (Staff-35)

Town-Planning Officer,
Asst. Town-Planning Officer,
3 Tech. Assts-in-Charge of Building Development Section, Planning Section, Policy Section;
20 Town-Planning Assts.,
5 Learner Town-Planning Assts.,
1 Enquiries Clerk,
2 Typistes,
2 Messengers.

Waterworks Branch (Staff-45)

Chief Water Engineer,
Asst. Water Engineer,
Chief Forest Officer,
Supt. of Waterworks Distribution,
Asst. Supt. of W.D.,
Supt. of Waterworks Workshops,
Asst. Supt. of W.W.,
Supt. of Pumping Stations,
Supt. of Filtration Works,
5 Asst. Structural Engineers,
10 Draughtsmen and Learners,
4 Chemists,
Chief Water Inspector,
7 Water Inspectors,
5 Gen.-Office Clerks
2 Typistes,
2 Messengers.

Works and Buildings Supt's Branch (Staff-15)

Supt. of Works and Buildings,
Asst. Supt. of W. & B.
Supt. of Sewer Maintenance,
Cartage Supervisor,
5 Inspectors,
4 Gen.-Office Clerks,
1 Typiste,
1 Messenger.

Engineering Asst's Branch (Staff-31)

Chief Engineering Asst.
Engineering Asst. (Technical),
Engineering Asst. (Contracts),
10 Eng. Assts. (1st, 2nd and 3rd grade),
5 Draughtsmen and Learners,
3 Drawing-Office Clerks (Plan-filing & Records),
Production Engineer,
Supt. of Workshops,
4 Gen.-Office Clerks,
2 Typistes,
2 Messengers.

Cleansing and Transport Branch (Staff-11)

Cleansing and Transport Supt.,
Asst. C. & T. Supt.,
7 Technical Assts.,
1 Typiste,
1 Messenger.

Road and Drainage Branch (Staff-60)

Roads & Drainage Eng.
Asst. R. & D. Engineer,
Chief Engineering Asst.,
5 Engineers,
20 Draughtsmen and Learners,
Chief Chemist,
Manager of Dis. Works,
4 Senior Chemists,
8 Asst. & Junior Chemists,
5 Inspectors,
Plan-Filing & Records Clerk,
6 Gen.-Office Clerks,
3 Typistes,
3 Messengers.

PROPOSED DEPARTMENTAL ACCOMMODATION.
CITY ENGINEER'S DEPARTMENT:

ROOMS REQUIRED.	Area in sq. feet.
DEPARTMENTAL HEADS AND ADMINISTRATION:	
1. Office for City Engineer	350
2. Office for Deputy City Engineer	300
3. Waiting Room (interviews, etc.) Common to (1) and (2).	200
4. Typistes and Messenger (Dept. Heads)	200
5. Office for Chief Admin. Officer Easy access to (6) et seq.	250
6. Files and Records Room	300
7. Strong Room	100
8. Stores Office (Storekeeper, 4 Clerks, 2 Juniors)	750
9. General Office (Enq. Clerk, Office for Chief Clerk, 7 Clerks-in-Charge, 10 clerks, 5 Typistes, 5 Messengers) Public access (minor).	2,000
	4,450
TOWN PLANNING BRANCH:	
10. Office for Town Planning Officer	250
11. Office for Asst. T.P. Officer	150
12. Waiting Room and Typiste Common to (10) and (11).	150
13. Conference Room	900
14. Drawing Office (5 Tech. Assts., 45 T.P. Assts., drawing-files, etc.)	4,500
15. General Office (Enq. Clerk, 4 clerks, 4 Typistes, 3 Messengers) Public Access (major).	800
	6,750
BUILDING PLANS BRANCH:	
16. Office for Chief Building Surveyor	200
17. Office for Asst. Chief B.S.	150
18. Waiting Room and Typiste Common to (16) and (17).	150
19. Plans Inspection Office (20 Tech. Assts., 2 Typistes, 3 Messengers) Public access (major).	2,000
20. Building Inspectors' Room (10 insp.)	800
	3,300
SURVEY BRANCH:	
21. Office for Chief Surveyor	200
22. Office for Asst. Chief Surveyor	150
23. Waiting Room and Typiste Common to (21) and (22).	150
24. Drawing Office (2 Tech. Assts., 40 Surveyors and Draughtsmen)	3,500
25. Plan Filing and Records Room Adjoining (24).	750
26. General Office (Enq. Clerk, 6 Clerks, 4 Typistes, 6 Messengers) Public access (major).	1,200
	5,950
ARCHITECTURAL BRANCH:	
27. Office for Chief Architect	200
28. Office for Asst. Chief Architect	150
29. Waiting Room and Typiste Common to (27) and (28).	150
30. Drawing Office (10 Architects, 30 Assts., 8 Eng. and Drainage Assts.)	4,250
31. Plan Filing and Records Room Adjoining (30).	500
32. Quantity Surveyor's Office (6 Quantity Surveyors)	500
33. Clerk-of-Works' Office (12 Clerks-of-Works)	750
34. General Office (Enq. Clerks, 2 Clerks, 4 Typistes, 2 Messengers) Public access (major).	600
	7,100
HOUSING BRANCH:	
35. Office for Chief Housing Architect	200
36. Office for Asst. Chief Housing Architect	150
37. Waiting Room and Typiste Common to (35) and (36).	150
38. Drawing Office (7 Architects, 23 Assts., Plan Filing space, etc.)	3,000
39. Quantity Surveyors' Office (2 Quantity Surveyors)	200
40. Clerks-of-Works' Room (8 Clerks-of-Works)	500
41. General Office (Enq. Clerk, 1 Clerk, 2 Typistes, 1 Messenger)	300
	4,500
WORKS AND BUILDINGS SUPERINTENDENT'S BRANCH:	
42. Office for Superintendent of Works and Buildings	200
43. Office for Asst. Superintendent of Works and Buildings	150
44. Office for Superintendent of Sewer Maintenance	150
45. Office for Superintendent of Cartage	150
46. Inspectors' Room (10 Inspectors)	600
47. General Office (8 Clerks, 2 Typistes, 1 Messenger)	800
	2,050
ENGINEERING ASSISTANT'S BRANCH:	
48. Office for Chief Engineering Asst.	250
49. Office for Engineering Asst. (Technical)	150
50. Office for Engineering Asst. (Contracts)	150
51. Office for Production Engineer	150
52. Office for Superintendent of Workshops	150
53. Drawing Office (30 Eng. Assts., 6 Plan Filing and Records Clerks)	3,250
54. General Office (8 Clerks, 4 Typistes, 4 Messengers)	900
	5,000
WATERWORKS BRANCH:	
55. Office for Chief Water Engineer	250
56. Office for Asst. Water Engineer	150
57. Office for Chief Forest Officer	200
58. Office for Superintendent of Water Distribution	200
59. Office for Asst. Superintendent of Water Distribution	150
60. Office for Superintendent of Water Workshops	200
61. Office for Asst. Superintendent of Water Workshops	150
62. Office for Superintendent of Pumping Stations	150
63. Office for Superintendent of Filtration Works	150
64. Waiting Room and 3 Typistes Common to above.	250
65. Drawing Office (10 Struct. Engineers, 20 Draughtsmen)	3,000
66. Office for Chief Chemist Adjoining (67)	200
67. Laboratory (8 Chemists)	750
68. General Office (Enq. Clerk, 10 Clerks, 4 Typistes, 3 Messengers) Public access (minor).	1,000
	6,800
ROADS AND DRAINAGE BRANCH:	
69. Office for Roads and Drainage Engineer	200
70. Office for Asst. Roads and Drainage Engineer	150
71. Waiting Room and Typiste Common to (69) and (70).	150
72. Drawing Office (12 Engineers, 38 Draughtsmen, Plan Filing and Records, etc.)	4,500
73. Office and Laboratory for Chief Chemist Part-time only.	300
74. Inspectors' Room (10 Inspectors)	800
75. General Office (Enq. Clerk, 10 Clerks, 6 Typistes, 4 Messengers) Public access (minor).	1,200
	7,300
CLEANSING AND TRANSPORT BRANCH:	
76. Office for Cleansing and Transport Superintendent	150
77. Office for Asst. Cleansing and Transport Superintendent	150
78. General Office (12 Tech. Assts., 2 Typistes, 1 Messenger)	1,200
	1,500
MISCELLANEOUS:	
Staff—Rest Rooms, Meeting Rooms. Upper floors.	
Lav. and Cloakroom Accommodation. Men and Women on all floors separate for Chiefs.	
Refreshment Room, Kitchen.	
Reference Library.	
Garaging for Chief's Cars, Vans. Basement.	
Cleaners' Cupboards. On each floor.	
Cleaners' Store Room. Basement.	
Telephone Exchange Room.	
Switch Room. Basement.	
Air-Conditioning Room.	
Resident Caretaker's Flat.	
All necessary circulation space, vestibules, halls, hall-porters, etc. Spare rooms where convenient; allowance for structural extensions.	
Total superficial area of Department (very approx)	67,500

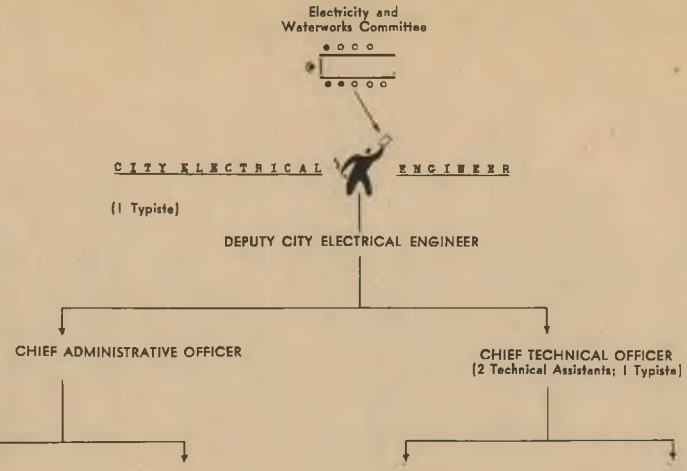
CITY ELECTRICAL ENGINEERS' DEPT.

Being a Municipally-owned Public Utility, the work of the Electrical Engineer's Department differs from that of the other departments. It is run more on the lines of a business concern, with the functions that are more technical and executive than administrative, and which are closely bound up with the actual running of the various power stations. Accommodation of the department in an administrative building is further complicated by its connection with the Electricity Supply Commission (a statutory, national organisation), with whom it shares many of its officials.

The Municipal and Escom Power Stations pool their supply of current for lighting and power to consumers in the Municipal Area—in other words, some of the Area's current is supplied by Escom, and some of the Municipal current goes to consumers as far out as Worcester (the lines to such country towns, however, being purely Escom's concern). As accommodation for its local administrative staff, Escom at present rents offices from the City Electrical Engineer's Department, and there seems no reason why this arrangement should not be maintained in the future.

The installation and distribution branches are primarily concerned with the technical work of the department, and there is a likelihood of their being merged in the near future.

The consumer branch, which is directly under the control of the administrative branch, is the department's means of contact with the public, and deals with all enquiries, interviews re hire-purchase, demonstrations, show room display, co-operation with electrical retailers, etc.



Consumer Branch (Staff-36)

General Office:—
Chief Clerk,
3 Clerks-in-Charge of
Complaints,
Hire-Purchase,
Consumers' Accounts;
15 Clerks,
2 Machine Operators.

Showroom:—
Chief Assistant,
5 Assistants,
2 Cashiers,
2 Messengers,
1 Typiste.

Demonstration Theatre:—
3 Cookery Demonstrators,
1 Projectionist.

Administrative Branch (Staff-70)

Commercial Manager.

General Office:—
Chief Clerk,
4 Clerks-in-Charge of
Staff-Records,
Correspondence,
Costs,
Statistics;
23 Clerks,
3 Typistes,
3 Messengers.

Machine Room:—
8 Operators (duplicating, accounting, etc.).

Drawing Office:—
Chief Draughtsman,
10 Draughtsmen,
Engineering Asst.,
2 Photostat Operators,
Records Clerk.

Stores and Timekeeping:—
Store and Time Officer,
Stores Ledger Officer,
Chief Storekeeper,
Stocktaker,
6 Clerks and Assistants,
2 Juniors.

Distribution Branch (Staff-18)

Distribution Engineer,
2 Asst. Distribution Engineers,
Substation Engineer,
Construction Engineer,
Development Engineer,
4 Junior Engineers,
6 Clerical Assistants,
Typiste,
Messenger.

Installation Branch (Staff-29)

Installation Engineer,
Asst. Installation Engineer,
Meter-Testing Superintendent,
3 Engineering Assts.,
20 Clerical Assistants,
2 Typistes,
Messenger.

TOTAL DEPARTMENTAL STAFF—161.

PROPOSED DEPARTMENTAL ACCOMMODATION.
CITY ELECTRICAL ENGINEER'S DEPARTMENT:

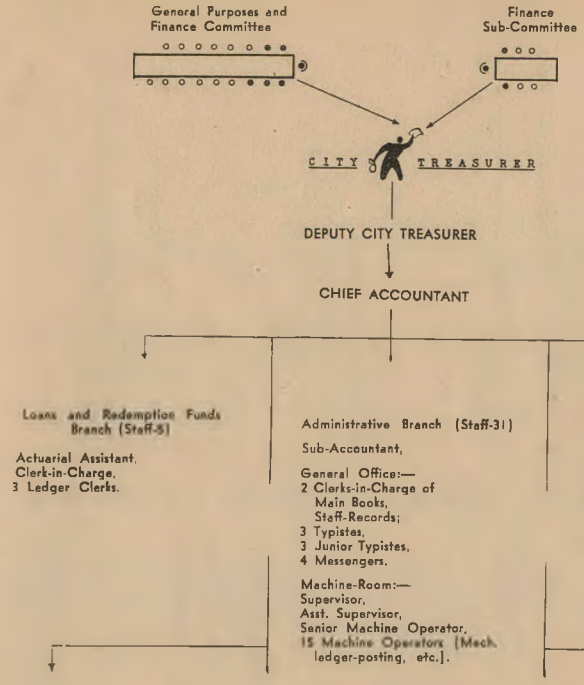
ROOMS REQUIRED	Area in sq. feet.
DEPARTMENTAL HEADS AND ADMINISTRATION:	
1. Office for Electrical Engineer	300
2. Office for Deputy Electrical Engineer	300
3. Waiting Room (interviews, etc.) Common to (1) and (2).	150
4. Typiste and Messenger (Dept. Heads)	150
5. Office for Chief Admin. Officer Easy access to (10), et seq.	250
6. Waiting Room and Typiste Adjoining (5).	150
7. Office for Chief Technical Officer	250
8. Waiting Room and Typiste Adjoining (7).	150
9. Drawing Office (4 Tech. Assts.)	350
10. Office for Commercial Manager	200
11. Drawing Office (Incl. Office for Chief Draughtsman, 22 Draughtsmen, Photostat and Photographic Dark Room, and Drawing Files Records Clerk)	2,750
12. General Files and Records Room	450
13. Strong Room	100
14. Machine Room (mechanical ledger posting, etc.)	400
15. Stores and Timekeeping Office (20 Officers, Clerk, and Assts.)	2,000
16. General Office (Enq. Clerk, Office for Chief Clerk, 6 Clerks-in-Charge, 50 Clerks, 10 Typistes and Messengers) Public access (very minor).	5,500
	13,450
CONSUMER BRANCH:	
17. Office for Chief Clerk	200
18. Waiting Room and Typiste Adjoining (17).	150
19. General Office (Enq. Clerk, 4 Clerks-in-Charge, 30 Clerks, 4 machine operators) Public access (major).	3,500
20. Demonstration Theatre (seating 200, with small stage, projection box, etc.)	2,500
21. Showroom (with 10 Assts, 3 Cashiers, 4 Messengers and Typistes, etc.) Ground Floor.	6,500
	12,850
DISTRIBUTION AND INSTALLATION BRANCH: With easy access to (7).	
22. Office for Distribution Engineer	200
23. Drawing Office (4 Asst. Dist. Engineers, 6 Tech. Assts., 8 Junior Engineers)	1,600
24. Office for Installation Engineer	200
25. Drawing Office (8 Engineer Assts.)	700
26. General Office (Enq. Clerk, 50 Clerks, 10 Typistes and Messengers) With public access.	4,500
	7,200
ACCOMMODATION FOR ESCOM (Capetown Undertaking):	
27. Office for Manager	250
28. 5 Offices for Escom Head Off. Staff (at 150 feet each) Part-time only.	750
29. Waiting Room and Typistes Common to (27) and (28).	200
30. Strong Room and Files Room	300
31. General Office (Enq. Clerk, 30 Clerks, 4 Typistes, Messengers) Public access (minor).	2,750
32. Steel Sales (Iscor) Office (also used by Escom as Conference Room) Part-time only.	500
	4,750
MISCELLANEOUS:	
Staff—Rest Rooms, Meeting Rooms. Upper floors.	
Lav. and Cloakroom Accommodation. M. & W. on all floors, separate for Chiefs.	
Refreshment Room, Kitchen. Upper floors.	
Reference Library. Upper floor.	
Garaging for Chiefs' Cars, Vans. Basement.	
Cleaners' Cupboards. On each floor.	
Cleaners' Store Room. Basement.	
Telephone Exchange, Switches, Air-Conditioning. Basement.	
Resident Caretaker's Flat.	
All necessary circulation space, vestibules, halls, hall-porters, etc. Spare Rooms where convenient; allowance for structural extensions.	
Total superficial area of Department (very approx.)	50,000

CITY TREASURER'S DEPARTMENT.

The City Areasurer collects and keeps in safe custody the City's Revenue (from rates, electricity and water charges, licenses, etc.) and pays it out on the authorisation of the Council and Committees for expenditure by the various administrative departments, for contributions to designated city funds (sinking funds for redemption of loan debts, etc.), for social welfare work, and for muncipal grants and subsidies. All revenue not specifically allocated goes into the general fund for expenditure in accordance with appropriations made by the Council from time to time.

The Audit Branch conducts a continuing audit, i.e., a day-by-day check on all financial transactions throughout the year. The Auditor sends all bills against the City to the head of the Department concerned for approval, and sees that payment thereof is legal, within the authority of the Department, and covered by a Council appropriation. The bill is then given, with a warrant for payment, to the Expenditure Branch, which issues the necessary cheque.

The Chief Accountant is responsible for tabulating all information concerning revenue, expenditure, indebtedness, assets and liabilities, profits and losses from data supplied by the branches concerned. Apart from its use by the Auditor, this data is used by Council, Administration and the public, as a gauge of the financial state and progress of the City. The Abstract of Accounts incorporated in the annual Mayor's Minute is prepared from the accounting data, it could be improved by graphic presentation and the inclusion of unit-cost statistics (e.g., cost to the City per ton of refuse collected; per square yard of street paving laid & per gallon of water chlorinated, etc.).



TOTAL DEPARTMENTAL STAFF—282.

PROPOSED DEPARTMENTAL ACCOMMODATION.
CITY TREASURER'S DEPARTMENT:

ROOMS REQUIRED.	Area in sq. feet.
DEPARTMENTAL HEAD AND ADMINISTRATION:	
1. Office for City Treasurer	300
2. Office for Deputy City Treasurer	300
3. Office for Chief Accountant Easy access from all branches.	250
4. Waiting Room interviews, etc. Common to (1), (2) and (3).	150
5. Typiste and Messenger for Dept. Heads	120
6. City Treasurer's Clerk (secretarial) Adjoining (1).	120
7. Office for Sub-Accountant	150
8. Files and Records Room	450
9. Strong Room	200
10. Stores Room (stationery, etc.)	200
11. Machine Room (mechanical ledger posting, etc.)	450
12. General Office (Enq. Clerk, 4 Clerks, 10 Typistes, 5 Messengers) With public access.	1,600
	4,290
DEPARTMENTAL AUDIT BRANCH:	
13. Office for Auditor	200
14. Office for Clerk-in-Charge	120
15. Auditing Office (6 Ledger Clerks)	540
	860
LOANS AND REDEMPTION FUNDS BRANCH:	
16. Office for Actuary	200
17. Office for Clerk-in-Charge	120
18. Loans and Redemption Funds Office (6 Ledger Clerks)	540
	860
CENTRAL PURCHASING BRANCH:	
19. Office for Controller	200
20. Samples Room	200
21. Stores Room Ground Floor or Basement, if possible.	1,000
22. Tenders Office (Enq. Clerk, 6 Juniors) With public access (minor).	300
	1,700
CASH BRANCH:	
23. Office for Chief Cashier	200
24. Office for Chief Clerk	150
25. General Office (Enq. Clerk, 3 Clerks-in-Charge, 60 Clerks and Juniors) With public access (minor).	5,500
	5,850

EXPENDITURE BRANCH:	
26. Office for Sub-Accountant	200
27. Office for Chief Clerk	150
28. General Office (Enq. Clerk, 6 Clerks-in-Charge, 40 Clerks and Juniors) With public access (minor).	3,750
	4,100
COLLECTION BRANCH:	
29. Office for Sub-Accountant	200
30. Office for Chief Clerk	150
31. General Office (Enq. Clerk, 3 Clerks-in-Charge, 60 Clerks and Juniors) With public access (minor).	5,500
	5,850
REVENUE BRANCH:	
32. Office for Sub-Accountant	250
33. Office for Chief Clerk	200
34. General Office (Enq. Clerks, 6 Clerks-in-Charge, 250 Ledger Clerks, 40 Juniors)	24,000
	24,450
MISCELLANEOUS:	
Staff—Rest Rooms, Meeting Rooms. Upper Floors .	
Lavatory and Cloakroom Accommodation. M. & W. on all floors, separate for Chiefs.	
Refreshment Room and Kitchen. Upper floors.	
Reference Library for use of Staff. Upper floor.	
Cleaners' Cupboards. On each floor.	
Cleaners' Store Room. Basement.	
Telephone Exchange Room. Basement.	
Switch Room.	
Air-Conditioning Room.	
Resident Caretaker's Flat.	
All necessary circulation space, entrance halls, vestibules, with provision for porters, etc.	
Spare rooms where convenient, and allowance for future structural extensions.	
Total superficial area of Department (very approx.)	60,000

Throughout this Research the attempt has been made to collect information at first hand, and to make an original contribution to the body of social and architectural knowledge, in the form of critical analysis and comment. In a few instances, where some data has been found ready compiled, or an idea aptly expressed in words, a summary or quotation has been introduced, but always with an acknowledgment of the source. On the whole, however, "work in the field" has taken the place of library or armchair research—a useless paraphrasing of the accepted "dope" on English or other alien experience of civic buildings designed to meet conditions quite different from those in South Africa (hence the brevity of the chapter on existing examples); instead the writer has interviewed municipal officials from the Mayor to the hall-porter, including representatives of the five administrative departments, so as to gain a clear idea of the actual working of the municipal machine, and thus be freed from the necessity of planning by stereotyped precedent. If he has succeeded only in presenting a clear and accurate picture of civic administration in Capetown, the writer feels that this research has not been in vain.

THE CAPE PROVINCIAL INSTITUTE OF SOUTH AFRICAN ARCHITECTS

REPORT OF THE COMMITTEE FOR 1943

MEMBERSHIP.—The Membership at the close of the year consisted of 110 Practising, 57 Salaried, 11 Retired, 3 Absentee, and 1 Life Member, a total of 182 members. The death is recorded, with much regret, of four members, Mr. J. Johnston, Mr. H. Montgomery, Mr. E. H. Stevenson and Mr. J. Perry.

MEETINGS.—The Annual Meeting and twenty-two Provincial Committee Meetings besides numerous Sub-Committee Meetings were held during the year. At the first meeting of the Committee, Mr. K. V. Commin and Professor Thornton White were elected as President and Vice-President, respectively, for the year under review.

The following is a record of members' attendances at Provincial Committee Meetings showing the actual attendances and possible attendances :—

	Attended	Possible
E. D. Andrews	21	22
K. V. Commin	22	22
A. S. Cruickshank	20	22
R. E. de Smidt	17	22
L. Marriott Earle	8	9
F. G. Hart	16	22
D. F. H. Naude	17	22
H. L. Roberts	16	22
L. W. Thornton White	14	22

Note.—Mr. F. M. Glennie, who was elected to the new Committee at the last Annual General Meeting was unfortunately unable to attend any meetings and resigned owing to ill health. It is pleasing, however, to report that Mr. Glennie is now in very much better health. In the latter part of the year Mr. L. Marriott Earle was appointed to fill the vacancy in accordance with Regulation No. 26.

FINANCIAL.—The audited Accounts accompanying this Report show the financial position to be as follows :—

Expenditure for the year exceeded Revenue by the sum of	£105 6 8
The Balance Sheet shows that Assets as at 21/12/43 exceeded Liabilities at the same date by the sum of	£532 7 4

Additional expenditure has been incurred during the year under review in respect of Circulars, Notices, and Typing, Army Pay Committee Expenses, Advertising and Sundries. Subscriptions written off and Subscriptions of members on Active Service remitted was £56 3s. 0d. and £173 15s. 6d. respectively, as compared with a total of £158 12s. 6d. in the previous year. It will be seen that income from R.I.B.A. Moieties has been lost in view of the decision of the S.A. Institute of Architects to waive their claim against the R.I.B.A., pro tem. It is anticipated that Subscriptions remitted will diminish in the future owing to the return of members from Active Service.

Despite the loss incurred during the year the cash position of the Institute is satisfactory and compares favourably with other Provincial Institutes.

CENTRAL COUNCIL.—The Annual Meeting of the Central Council at which this Institute's representative's, Messrs. Commin and Thornton White, were in attendance was held in April last. A great many matters of importance and interest to the profession were considered and dealt with in a spirit of the highest co-operation between the Provinces.

At that Meeting Professor Thornton White was elected Vice-President-in-Chief of the Institute for the year.

Another Central Council Meeting was held in November when the same two representatives attended for the purpose of arranging matters in connection with the limited competition for Railway Hotels. Affairs of general interest were also discussed and the Cape obtained the privilege of appointing a local representative on the Executive and were fortunate in securing the services of Professor Meiring for this purpose.

THE PORT ELIZABETH LOCAL COMMMITTE OF ARCHTECTS.—Mr. J. F. Brinkman, was elected Chairman of the Local Committee at the Annual Meeting, with Mr. C. H. N. Merrifield as Vice-Chairman. Mr. F. Owen Eaton, who had acted as a most efficient Honorary Secretary and Treasurer for many years past, resigned at the last Meeting and Mr. H. Pullen, was appointed to the office.

THE SCHOOL OF ARCHITECTURE.—The number of students attending the Architectural and Quantity Surveying classes at the University of Cape Town during 1943 was 83, of these, 22 were first year, 20 second year, 13 third year, 9 fourth year, and 15 were fifth year students. In addition there were 2 students on special courses, one fourth year Quantity Surveying student and one Master of Architecture student. During the year six students passed the final examinations. Refresher Courses in Timber design and in Town Planning were also held, with the attendance varying between 20 and 60. Other courses are being arranged of which due notice will be given to members.

C.P.I. BRONZE MEDAL AND OTHER PRIZES.—It was decided that no Competition be held for 1943 and that steps

be taken to revise the existing Conditions on the understanding that for the next Competition only the period for eligibility of buildings be extended by the time the Competition is held in abeyance.

The C.P.I. Prize was withheld during 1943.

VIGILANCE AND PRACTICE SUB-COMMMITTEE.—The Sub-Committee efficiently dealt with matters referred to it such as settling disputes between Architect and Client, conducting Unprofessional Conduct Inquiries and securing prosecutions for contraventions of Section 3 of the Act; one non-registered person was fined £10 in the Magistrate's Court for holding himself out as an Architect.

PASSING OF PLANS AT CITY HALL AND NEW BUILDING REGULATIONS.—These matters have received the earnest attention of the Committee during the year but the prospect of new and up-to-date Building Regulations seems as remote as ever. The City Engineer, however, has submitted to the Institute a list of Relaxations and Amendments to the existing Regulations which the Committee has further amplified; it is hoped, when this is finally accepted, to circularise copies amongst all practising members. The Committee has also spent considerable time in suggesting methods of improving the procedure for passing of Plans at the City Hall; in this they have sought and obtained the support and co-operation of the Chamber of Commerce, Chamber of Industries, and Master Builder's Association. The City Engineer has been extremely sympathetic towards the recommendations and promised his assistance for the required re-organisation of the Departments concerned.

QUALIFICATION OF TENDERS.—During the year the Master Builders' Association approached the Institute with the object of incorporating certain Clauses in the Conditions of Contract to meet war-time difficulties with regard to materials and wages. These draft clauses were circularised amongst all practising members inviting comment. After full consideration the Committee came to the conclusion that the incorporation of such conditions, particularly with regard to materials, would revolutionise the contractual relationship existing between Employer and Contractor and would not be acceptable to the Building Public. The difficulties were pointed out to the Master Builders' who subsequently agreed not to adopt the proposed Clauses. The Joint Practice Committee is engaged on drafting a simpler endorsement which will be circularised on completion.

P.W.D. APPROACH TO THE INSTITUTE.—The P.W.D. has approached the Institute, through the Central Council, to arrive at a basis of fees for work anticipated to be put out to Practising Architects; the Committee recommended a Scale which, in effect, did not depart from the Statutory scale of fees laid down in the Act.

ARCHITECTURAL APPOINTMENTS.—The Institute was approached on a number of occasions to recommend nominees for Architectural appointments. It was decided that a a fair method of making recommendations was by means of taking a Greek Ballot from Members; Ballots were consequently held for the Capetown Railway Station, Consultant membership of the Cape Town Foreshore Scheme Advisory Committee and also the Townships Board.

GENERAL.—Besides the foregoing, the Committee dealt with numerous other matters affecting the Profession, inter alia, Factory Act Anomalies, Schools Planning Research, Building Control, Conditions of Contract, Rehabilitation of Demobilised Architects, M.O.T.H.'S Housing Organization, Proposed Competitions, Encroachment by Semi-public Companies, and Membership of the Institute. In order to keep this Report brief further references will be made to these and kindred subjects in my Presidential Address at the forthcoming Annual General Meeting.

K. V. COMMIN, President.

PROFESSIONAL NOTES AND NEWS

COMPETITION: HOUSES FOR NATIVE OCCUPATION.

The attention of Members of the Institute is drawn to the Competition which has been promoted by the City Council of Johannesburg. It is for Designs for Houses intended for Native occupation, and was advertised in the Press throughout South Africa on the 9th and 10th March, 1944.

The closing date of the Competition is the 12th May, 1944. The Assessors are Mr. N. L. Hanson, appointed by the Transvaal Provincial Institute, and Mr. H. G. Tomkyns, appointed by the City Council..

Further particulars may be obtained from the Town Clerk, Room 108, Municipal Offices, City Hall, Johannesburg.

ACKNOWLEDGEMENTS FOR ILLUSTRATIONS.

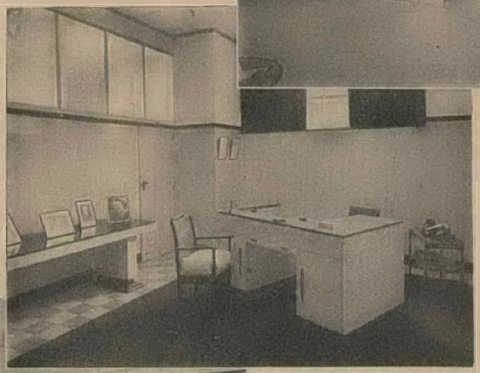
Frontispiece and Illustrations on pages 60 and 61, from "Houses and Gardens by E. L. Lutyens." by Sir Lawrence Weaver. Illustrations on page 63, from "The Architectural Review," January 1936.

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