

APPLICATION TO PERFORM PRIVATE WORK FOR REMUNERATION PURPOSES

(The completed form must be signed by the relevant Head of Department and submitted to the Risk Management Department)

CONDITIONS FOR PERMISSION TO PERFORM REMUNERATIVE WORK OUTSIDE THE COUNCIL'S EMPLOY: -

That the work does not encroach upon the normal duties of the employee at the Council;

That NO sick leave be granted with regard to illness or injuries sustained as a result of such private work;

That permission granted may be withdrawn at the discretion of the Council, without prior notice;

That NO confidential information obtained at the Council be utilised in the execution of the private work;

That NO Council property or assets be used for Private Work;

That the employee is not involved with the type of work after hours that he/she is currently involved with during working hours;

That NO business is done with the Municipality or any other Municipality or Municipal Entity;

That multiple directorships will impact the duties of the employee;

That private work is perceived to be a second career;

That no events, appointments, meetings, transactions or deliveries occur during office hours; and

That there is compliance with Laws, Regulations and Council Policies at all times.

NB: EMPLOYEES WHO DO NOT OBTAIN PRIOR APPROVAL OF REMUNERATIVE WORK OUTSIDE THE MUNICIPALITY WILL BE SUBJECT TO DISCIPLINARY PROCESS WHICH MAY LEAD TO DISMISSAL.

A. PERSONAL INFORMATION OF APPLICANT

Name		Surname																						
Department		Division																						
Job Title		Corporate/Region																						
Pay Number		Contact Number	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					

Summary of Present functions	

B. DETAILS OF PRIVATE WORK TO BE PERFORMED

1. Contact details of where Private Work will be performed	Company/Business Name																																										
	Physical Address																																										
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2. Nature of private work for which permission is required (please provide full particulars).	

3. Sites where other work will be performed	

4. Time and frequency of private work to be performed:	

5. Amount of remuneration expected (may be a projection, indicate interval of payments i.e. monthly, yearly)	

6. Motivate why the performance of remunerative work will not lead to Conflict of interest.	

7. Do you expect the company you are working with to provide goods and services to the Municipality, other Municipalities or organs of state?	YES	NO
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8. Have you previously obtained Council approval to perform the private work?	YES	NO
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9. Do you preside on COE BID committees and/or SCM Office or recruitment panel?	YES	NO
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If YES please provide details?		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

10. Do you undertake to abide to the conditions if approval to perform remunerative work outside the Council's employ, is granted to you?	YES	NO
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SIGNATURE OF APPLICANT		DATE																	
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C. FOR OFFICE USE ONLY			
HEAD OF DEPARTMENT	SUPPORTED		NOT SUPPORTED
SIGNATURE		DATE	
COMMENTS			
HEAD OF DEPARTMENT: HUMAN RESOURCES	SUPPORTED		NOT SUPPORTED
SIGNATURE		DATE	
COMMENTS			
CITY MANAGER	APPROVED		NOT APPROVED
SIGNATURE		DATE	
COMMENTS			