



## **environmental affairs**

Department:  
Environmental Affairs  
REPUBLIC OF SOUTH AFRICA

### **APPLICATION FORM FOR THE PERFORMANCE OF REMUNERATIVE WORK OUTSIDE THE PUBLIC SERVICE (RWOPS)**

Applications for the performance of remunerative employment outside the Public service are subject to section 30 of the Public Service Act 1994 as amended and Chapter 2; item C.5.5 of the Public Service Regulations 2001 as amended.

Applicants are requested to familiarize themselves with the departmental policy on Performance of Remunerative Work Outside the Public Service and the Code of Conduct for the Public Service (Chapter 2 of the Public Service Regulations 2001 as amended).

Responses to questions in this form should be complete and comprehensive to enable the relevant authority, e.g. DDG (for levels 1 to 12) and the DG (for level 13 - 15) to properly assess the application.

All applications should be sent through your local Human Resource office which will in turn direct it to the relevant authority.

#### **A. PERSONAL DETAILS**

<b>1. Surname</b>	
<b>2. First names</b>	
<b>3. Title</b>	
<b>4. Id number</b>	
<b>5. Persal number</b>	

## B. EMPLOYMENT DETAILS

<b>6. Rank</b> (e.g. director; deputy director; admin. Officer)	<b>7. Occupational group</b> (e.g. Oceanographer; accountant)
<b>8. Branch / chief directorate / directorate</b> (e.g. MCM; corporate affairs)	<b>9. Nature of employment</b> (e.g. permanent; temporary)
<b>10. Registration with professional body (if any)</b>	

## OFFICIAL WORKING HOURS

<b>From:</b>	am.	<b>To:</b>	pm.
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## OVERTIME HOURS

Please supply the department with the average overtime hours per week you are expected to work in terms of your directorate's agreement, as well as a projected overtime for the next three months (if your component works overtime).

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**C. DETAILS REGARDING EMPLOYMENT OUTSIDE THE PUBLIC SERVICE**

**C.1. The nature of remunerative work to be done.**

Name of the **entity (company, educational institution or own private business)** where remunerative work outside the public service will be done.

Type of work the applicant will be doing.

Type of business activity conducted by the entity.

Amount of remuneration (in cash or in kind) to be received for such work.

Physical address of business entity.

Postal address of business entity.

Telephone and fax numbers of business entity.

Physical address at which the work will be performed.

Dates and times to perform remunerative work outside the public service.

**C.2. Please provide a clear description of the nature of work that approval is sought for. If the space provided hereunder is insufficient please attach addendum.**  
Note that no application will be considered for approval without this information.

**C.3. Give brief reasons for this application.**

**C.4. Period for which application is made (maximum is three years).**

**C.5. Undertaking by applicant:**

I, ..... (hereby known as the applicant) have read and understood the policy on the performance of remunerative work outside the public service and undertake the following:

C.5.1. I am aware that should I receive any remuneration, allowance or reward contrary to the provisions of section 30 (b) of the Public Service Act 1994 as amended, I shall be obliged, in terms of section 31 of the same Act, to pay such remuneration, allowance or reward into the revenue, and if I fail to pay, the head of the department shall recover by way of legal proceedings and in such manner as the Treasury may approve all or part of the remunerations, allowances and rewards that I might have earned.

C.5.2. I hereby confirm that this application only relates to the work, dates, times and remuneration as indicated in items C.1. and C.2. above.

C.5.3. I undertake to comply with all stipulations and agreements undertaken in this application and the policy on performance of remunerative work outside the public service.

C.5.4. I accept and agree that failure to comply with the terms of this application can lead to disciplinary measures to be taken against me, and any reoccurrence can lead to the withdrawal of the permission to perform remunerative work outside the public service.

C.5.4. At no time does the granting of permission or withdrawal of permission exempt me from the normal disciplinary procedures.

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Surname and initials of applicant (please print).

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Signature.

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Date.

## D. SUPERVISOR'S ROLE AND RESPONSIBILITY

This section must be completed and signed by the supervisor of the applicant. The supervisor is therefore requested to read this section carefully and to understand the role and responsibility undertaken by any supervisor of an applicant who receives approval for the performance of remunerative work outside the public service.

D.1. The supervisor is responsible for the following:

D.1.1. The supervisor must ensure that the applicant complies at all times with the official working hours as stated in this document in accordance with the Public Service Regulations and the policy on performance of remunerative work outside the public service.

D.1.2. The supervisor must ensure the applicant is not hampered in the performance of his official duties as a result of this permission.

D.1.3. The supervisor must ensure that there is no unauthorised utilisation of public service resources for the purpose of fulfilling responsibilities related to performance of remunerative work outside the public service.

D.1.4. The supervisor will be responsible for enforcing the normal rules and procedures in respect of discipline.

D.2. Supervisor's confirmation of the applicant's official hours of attendance.

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D.3. Does the applicant participate in working overtime in the department? Please mark with an X in the relevant box.

Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
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If yes, provide details:

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**Supervisor's comments and recommendations.**

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**Surname and initials of supervisor**

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**Rank / Designation**

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**Signature**

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**Date:**





**F. APPROVAL / NON-APPROVAL OF APPLICATION BY DEPUTY DIRECTOR-GENERAL  
(FOR SLARY LEVEL 1 TO 12 ) AND DIRECTOR-GENERAL (FOR LEVEL 13 TO 15).**

This application for the performance of remunerative work outside the public service is **approved / not approved.**

Remarks:

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**SURNAME AND INITIALS OF APPROVING AUTHORITY**

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**RANK / DESIGNATION**

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**DATE**