**NATIONAL ASSEMBLY**

**QUESTION FOR WRITTEN REPLY**

**QUESTION NO.510**

**DATE OF PUBLICATION: FRIDAY, 26 February 2021**

**INTERNAL QUESTION PAPER 4 – 2021**

**510. Mr W F Faber (DA) to ask the Minister of Home Affairs:**

 (1)Whether any staff member in his department (a) performed work in addition to the responsibilities related to his or her work, outside normal working hours, in the past five financial years and (b) has been performing such work during the period 1 April 2014 up to the latest specified date for which information is available; if not, in each case, how is it determined whether such work is being performed or not; if so, in each case, (i) what number of staff members and (ii) in what job or work categories are the specified staff members employed;

(2)Whether approval for such work was obtained in each case; if not, what is the position in this regard; if so, (a) what is the policy of his department in this regard, (b) by whom are such applications considered and approved, (c) what number of contraventions of this policy were brought to the attention of the National Treasury in the past five financial years and (d) what steps have been taken against the transgressors? NW566E

**REPLY:**

(1)(a) There were employees that performed work in addition to the responsibilities related to their work, outside normal working hours.

(b) The employees performed work outside their normal work for the period 1 April 2014 to 31 March 2015.

(i) Sixteen (16).

 (ii) Senior Management Services, Administration Clerks, Immigration Officers, Deputy Directors and Assistant Directors.

(2) Approval was not obtained. All the employees were subjected to disciplinary process for violating policy.

(a) Policy requires that employees should apply for permission prior to engaging in any work outside the public service.

(b) Applications are considered and approved by the Director General as per the delegation by the Executing Authority.

(c) Employees identified by the Auditor General (b) (i) were the only ones reported to the National Treasury.

(d) The transgressors were subjected to a disciplinary process in which they were found guilty and a sanction of Final Written Warning was imposed on all of them. Where sanction was not issued, application was declined and the official did not perform outside work the department.

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| **Financial Year** | **Number of Employees** | **Approved/Nor Approved** | **Work Categories** | **Action Taken** |
| 14/15 | 16 | Not Approved | SMS,MMS,Admin Clercks,Immigration Officers, Assistant Directors | Did not perform outside work |
| 15/16 | 33 | Not Approved | SMS, Immigration Officers, Assistant Director and Administration Clerks. | Did not perform outside work |
| 16/17 | 31 | Not Approved | SMS,Deputy Directors, Immigration Officers, Administration Clerks | Did not perform outside work |
| 17/18 | 38 | Not Approved | SMS,MMS,Admin Clercks,Immigration Officers, Assistant Directors | Did not perform outside work |
| 18/19 | 39 | Not Approved | SMS,MMS,Admin Clercks,Immigration Officers, Assistant Directors | Did not perform outside work |
| 19/20 | 27 | Not Approved | Deputy Director, Administration Clerks and Immigration Officers. | Did not perform outside work |

**Employees identified by the Auditor General**

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| Financial Year | Number of Employees | Work Categories | Action Taken |
| 2014/15 | 6 | SMS | Final Written Warning |
| 2015/16 | 19 | SMS, Administration Clerks and Immigration Officers. | Final Written Warning |
| 2016/17 | 11 | SMS, Deputy Director, Administration Clerks and Immigration Officers. | Final Written Warning |
| 2017/18 | 6 | Assistant Director, Administration Clerks and Immigration Officers. | Final Written Warning |
| 2018/19 | 12 | Deputy Director, Administration Clerks and Immigration Officers. | Final Written Warning |
| 2019/20 | 8 | Deputy Director, Administration Clerks and Immigration Officers. | Final Written Warning |

**END**