



WEST RAND DISTRICT MUNICIPALITY



CHARGE OF MISCONDUCT

(COPY TO HUMAN RESOURCES)

A. **GENERAL**

COMPLAINANT

NAME OF COMPLAINANT: _____

DEPARTMENT/SECTION: _____

POSITION: _____

ACCUSED

NAME OF ACCUSED: _____

DEPARTMENT/SECTION: _____

POSITION: _____

PAY NUMBER: _____

DESCRIBE THE CHARGE

SIGNATURE OF COMPLAINANT

DATE

B. **REFER TO HEAD OF DEPARTMENT** (Clause 10.2.2.1)

1. Charge received on (date): _____

2. The charge warrants a disciplinary hearing (Clause 10.2.2.2) Yes____ No____

3. The charge is: SERIOUS_____ LESS SERIOUS_____

4. Disciplinary Committee: Chairman:_____

Prosecutor:_____

I CERTIFY THAT I HAVE FULLY GATHERED ALL THE INFORMATION ON THE ALLEGED MISCONDUCT, AND FURTHER ATTACHED ALL THE AFFIDAVITS, STATEMENTS AND REPORTS PERTAINING TO THE ABOVE MATTER.

1. Written statements attached Yes____ No____

2. Report on alleged misconduct attached Yes____ No____

3. Refer to Municipal Manager within 5 days after 10 days investigation period, if

No, give reasons:_____

SIGNATURE: DEPARTMENTAL HEAD

DATE

NB: Where the Head of Department is of the opinion that the charge is of a less serious nature, the department should institute the charge according to clause 10.2.2.7 and not refer it to the Municipal Manager.

C. **REFER TO THE MUNICIPAL MANAGER (Clause 10.2.2.4)**

1. Charge received on (date): _____

2. The charge warrants a disciplinary hearing: Yes _____ No _____

3. The Charge is: SERIOUS _____ LESS SERIOUS _____

4. **Disciplinary Committee:**

Chairman: _____

Prosecutor: _____

5. Comments: _____

SIGNATURE: MUNICIPAL MANAGER

DATE

NB: Send the form back to Human Resources for further processing.