

Circular 054

23 June 2023

Dear Residents,

**PRIVATE DOMESTIC WORKERS AND GARDENERS ACCESS INTO THE VILLAGE:**

With the new Security provider having new Scanners and a new access system, it is necessary for us to have all residents, staff and private domestic workers, gardeners and carers registered on the access system.

We are currently busy loading access records for private domestic workers, gardeners and carers onto the system in order to issue barcoded access cards to them. There are still quite a number of residents who have not handed in the necessary access documentation to obtain access for their employees.

In order to be given an access card into the Village you will need to have submitted the following to the office:

1. Completed Village Access form.
2. Valid copy of Identity or passport of the employee.
3. Passport holders will need valid work permits / asylum seeker documentation
4. A clear criminal check that will need to be renewed every 2 years.

In order to assist resident and their employees to avoid having to go the nearest SAPS, we have arranged with our service provider that Evergreen Lifestyle Village uses for criminal checks on our employees to assist us.

Brooke International charge R172.50 per criminal check. All that is required is that you send me the ID / Passport copy with the signed consent form. The consent form needs to be signed by yourself as the Employer of the worker as well as the employee giving permission for us to do the criminal check. Once we send these documents away it will take roughly 48 hours to get the report back. We will pay Brooke International and recover the fee from residents by adding it onto their levy accounts. (I have attached the necessary Village access consent form documents to be completed – the same form can be used for garden staff, carers or domestic workers)

We only need one criminal check per employee, so if your employee works at other units as well, you can share the cost of R172.50 between everybody who employs the person.

Should you not want to make use of this service you are welcome to still go to the SAPS and get the Criminal check done by them which would cost R160.00.

It is still important that we get the form from every resident where the domestic worker is working at with the details of what day of the week and times this person will be at your unit.

Should you require any further assistance or information, please do not hesitate to contact me.

Kind regards,



**Wilma Swart**  
**Village Manager**