



HUMAN RESOURCE POLICY – MEMBERSHIP OF PROFESSIONAL SOCIETIES

Policy No: NLMHRED006	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

This Policy applies to employees from a post of Manager and upwards as well as professional employees.

2. PREAMBLE

The purposes of participation in professional societies are:

- 2.1.1 To fulfil our obligation as an organisation and to further the status and competence of Ngwathe; and
- 2.1.2 To promote Ngwathe's image and enhance its standing in the local government sector.

2.2 Professional societies are defined as those societies / associations / bodies that employees may be required to join in order to practice their profession e.g. professional registration councils.

3. POLICY

3.1 Ngwathe will not meet the cost of subscriptions to professional societies/institutes, unless these are to the direct benefit of Ngwathe and are part of executing Ngwathe's business.

3.2 Employees are encouraged to become members of professional societies and Ngwathe will, to a reasonable extent, support them when attending such related events.

3.3 Permission to take time off to attend to such activities should be obtained from the individual's direct supervisor.

3.4 Ngwathe will only meet the cost of attending courses approved by the Municipal Manager or any person delegated by them, provided this has a direct benefit for Ngwathe. The responsibility is with the individual to pay for membership to a professional society.

4. STAKEHOLDER ANALYSIS

Role	Responsibility
Municipal Manager / Director Corporate Services (subject to its delegations if any)	To approve the membership to professional societies for individuals.
Council	
Line Manager	
Employees	To apply for time off to attend the professional society events

Human Resources	
Labour Representatives	

5. AUTHORITY

Formulation Policy : Municipal Manager
Authorisation Policy : Council
Ownership and Maintenance Manager : Director Corporate Services