

TRAINING & DEVELOPMENT POLICY

Purpose:

To promote education and training in the Municipality and to empower all employees as per the Skills Development Act, Employment Equity Act and Basic Conditions of Employment Act.

Principles:

The types of Training Courses and the development thereof will be determined by the employer. All education and training will be needs-based from the employer's point of view. Employees are encouraged to become involved in their personal development, to manage their own careers by indicating to their Supervisors their training needs.

The employer recognizes that its human assets are its most vital resource and is therefore committed to ensuring that all employees receive the appropriate education and training in order to:

- enable them to meet the requirements of their current positions
- cater for personal development and attainment of national qualification
- enable them to make the most of their abilities

Employees are encouraged to take advantage of all developmental opportunities that are available. The Human Resources Manager / Officer will assume overall responsibility for:

- implementation of the Policy
- co-ordinating all training and learning activities throughout the Municipality

Departmental Director and/or Senior Managers are responsible for the training and development of his/her staff through the formulation and implementation of Personal Development Plans and Workplace Skills Plan (WSP). As a rule, SETA accredited and registered Service Providers will be appointed and utilized by the employer. In addition to training enabling employees to become competent in their jobs, the employer will pay particular attention to specific training and learning requirements arising from Internal or External pressure of business, i.e. legislation, labour laws, etc.

The employer believes that its employees should be empowered through training and development to become better South African citizens for the good of the Country as well as the employer. The employer shall continue to promote skills development of non-employees through opening itself up as a training ground for Learnerships and provider of Bursaries Schemes for study fields relevant to Local Government environment.

The employer respects individual dignity and therefore encourages elder employees to enrol on the Basic Skills Education Programmes made available locally and provides the basic Finance Skills Programmes.

Council Res No. 167.6.07 dd 13 June 2007

USE OF MUNICIPAL ASSETS & RESOURCES POLICY

Purpose:

To ensure the safeguarding as well as proper and efficient usage of Municipal assets.

Principles:

The Municipality gives all employees the opportunity to use Municipal assets in their official capacity only. The Finance Department is responsible for the identification, tracking, recording, control and maintenance of all Municipal assets.

Where the Municipality's equipment is to be used after official working hours, approval shall be sought and the necessary authorities be informed. The respective functional Departmental Director shall also be informed of the nature of the usage.

Where Municipal equipment is to be utilized outside official premises, authorization for the usage thereof is mandatory. All equipment shall be accounted for at all times. The employer needs to ensure that employees are directly accountable and responsible for all assets in their possession or work environment.

Municipal property should be looked after and damage inflicted should be reported immediately to the Finance Department.

Theft, damage, unauthorized removal or usage of the assets will result in disciplinary action being taken against the particular employee.

Municipal assets should only be utilized by persons duly authorized by Management or Council.

Council Res No. 167.6.07 dd 13 June 2007