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**MOLEMOLE LOCAL MUNICIPALITY  
2019-2020**



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**INDUCTION PROCEDURE MANUAL**

## **1. SCOPE**

- 1.1. This procedure manual applies to all newly appointed Municipal officials.
- 1.2. This procedure is underpinned by the vision statement of the Municipality which is "A developmental people driven organization that serves its community and its mission which is "To provide essential and sustainable services in an efficient and effective manner

## **2. PURPOSE**

- 2.1. The purpose of this standard operating procedure is to afford newly appointed officials with key information they require to be able to adjust and fit in the value chain of the Municipality

## **3. FOCUS OF THE PROCEDURE MANUAL**

### **3.1. STRATEGIC FOCUS**

#### **3.1.1. Vision and Mission statement**

Vision "A developmental people driven organization that serves its community"

Mission "To provide essential and sustainable services in an efficient and effective manner"

#### **3.1.2. Municipal Key Performance Areas**

##### **Spatial Rationale**

- To promote orderly development by implementing integrated development planning and spatial rationale principles

##### **Basic Services and Infrastructure Development**

- To improve provision and development of reliable & affordable municipal basic services.
- To facilitate access to housing
- To facilitate access to educational facilities
- To ensure compliance with relevant environmental legislation
- To facilitate access to health facilities in collaboration with the Department of Health & Social Welfare
- To collaborate with SAPS in promoting community safety
- To promote and coordinate sports, Arts & Culture activities

#### Local Economic Development

- To unlock economic potential by creating a suitable environment for investment to facilitate economic growth.
- To create and promote Local Economic Development Initiatives in the SMME Sector

#### Financial Viability

- To ensure sound financial management and self-sustainable organization.

#### Good Governance and Public Participation

- To ensure that institutional arrangements are transparent, efficient and effective and
- To ensure that good governance and public participation is sustained and enhances transparency and accountability.

#### Municipal Transformation and organizational development

- To ensure that institutional structures and plans are properly resourced to respond to transformational objectives.

### **3.1.3. Integrated Development Planning and Budget**

The importance of aligning IDP and Budget

### **3.1.4. Service Delivery Budget Implementation Plan**

The importance of tracking service delivery projects implementation plans and the Municipal performance

## **3.2. OPERATIONAL FOCUS**

### **3.2.1. Know your Leaders**

Ensure all newly appointed officials know Political and Administrative leaders

### **3.2.2. Code of conduct**

Ensure officials are familiar with and sign the code on conduct and declaration of interests

### **3.2.3. Institutional policies**

Ensure officials are familiar with relevant institutional policies

**3.2.4. Clarification of benefits associated with the Job they are appointed**

Provide clarity and afford officials to choose medical scheme and pension fund administrators of their choice.

**3.2.5. Contract of employment and Job description**

Signing of the contract of employment detailing terms and conditions of the employment contract and clear description of the job

**3.2.6. Municipal Building Orientation**

Walk around the building with the newly appointed officials

**3.2.7. Official welcoming**

Human Resource department to coordinate an official welcoming of the newly appointed official

**4. RESPONSIBILITY**

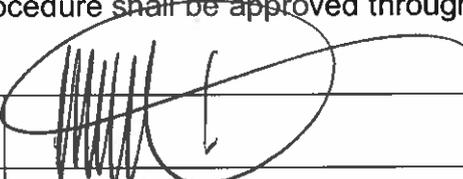
- 4.1. It is the responsibility of all stakeholders to observe the standard operating procedure.
- 4.2. Human Resource Department shall take full responsibility of facilitating the experiential training.

**5. IMPLEMENTATION**

- 5.1. The standard operating procedure shall come into operation after it has been approved by the Council of the Municipality
- 5.2. The standard operating procedure shall be reviewed annually.

## 6. APPROVAL

6.1. The standard operating procedure shall be approved through a Council resolution.

<b>Signature:</b>	
<b>Initials and Surname:</b>	Gnr. M.E. Paya
<b>Designation:</b>	Mayor
<b>Council Resolution Number:</b>	OC/7.5/29/05/19
<b>Council Date:</b>	29/05/2019