



POLICY ON THE ESTABLISHMENT OF PROJECT STEERING COMMITTEES (PSCs)

DRAFT

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LIST OF ABBREVIATIONS

CIDB	Construction Industry Development Board
CLO	Community Liaison Officer
DPW	Department of Public Works
EPWP	Expanded Public Works Programme
IA	Implementing Agent
IDTSPC	Infrastructure Development and Technical Services Portfolio Committee
MLM	Mandeni Local Municipality
PM	Project Manager
PSC	Project Steering Committee

1. BACKGROUND

Section 152(1)(e) of the Constitution of the Republic of South Africa (Act 108 of 1996) requires local government to encourage the involvement of communities and community originations in the matters of local government.

In keeping with this requirement as well as adhering to good project management principles the Municipality has to date been consulting with the affected communities when projects are implemented through the establishment of Project Steering Committee (PSC).

2. PURPOSE OF THE POLICY

The purpose of this policy is to formalise and guide the municipality in the establishment of the project steering committees and the engagement of these structures during project implementation.

3. COMPOSITION OF THE PROJECT STEERING COMMITTEES

3.1 Membership

A PSC will be made up of the following members:

- a) Chairperson of the Relevant Portfolio Committee where the project function is located;
- b) Ward Councillor where the project is being implemented;
- c) Two (2) Ward Committee members from the ward where the project is being implemented;

3.2 Other Relevant Members

Any relevant members of interested groups of Interest groups relevant to the project

- a) Municipal Officials
- b) Consultants
- c) The Contractor
- d) The Community Liaison Officer (CLO) (ex officio)

4. THE FUNCTION OF THE PROJECT STEERING COMMITTEES

Members of the project steering committee are required to volunteer their time and involvement, and will NOT BE PAID for their services. Should a member of the project steering committee wish to be employed during the implementation of the project then that person must immediately resign from the committee so that there is not a conflict in interest.

4.1 Project Steering Committee Mandate

The key role of the project steering committee is to oversee the implementation of the project in line with the objectives of the project.

Within the planning phase the project steering committee assists with the following:

- a) Planning and conceptualisation of the project;
- b) Identifying training of relevant skills available within the affected community for engagement on the project;
- c) Liaises with the community regarding progress and issues which concern the community.

During the construction phase the project steering committee assists with the following:

- a) Assist with the recruitment of the CLO;
- b) Assists with community queries and concerns raised;
- c) Received progress on the project and assists in communication such with the communities.

4.2 Roles and Responsibilities of Project Steering Committee Members

4.2.1 Chairperson

- a) The Chairperson of the PSC will be responsible for driving the meetings including the logistical arrangements pertaining to such a meetings being successfully held.
- b) The Chairperson will be responsible for the approval of the agenda and the minutes of the meeting.

- c) Should the Chairperson be unavailable, the Chairperson in consultation with the Speaker will delegate the chairperson of another Portfolio Committee to chair the meeting.

4.2.2 Ward Councillor

- a) The relevant Ward Councillor, together with the Ward Committees Members will be responsible to assist the CLO and the contractor with recruitment of local labour as per the EPWP policy.
- b) The Ward Councillor, together with the Ward Committees Members will put forward a shortlist of at least 3 candidates for recruitment of the Community Liaison Officer (CLO) to be interviewed by the contractor for engagement by the contractor to fulfil the duties of the CLO under the project. The CLO will be subsequently contracted by the contractor to provide social facilitation services.

4.2.3 Relevant Municipal Officials

- a) Co-ordinate the sitting of the project steering committee meetings.
- b) Responsible for drafting of minutes and discussions during the meetings and ensure that these minutes are distributed to all members.
- c) Co-ordinate project pre-planning inputs from the project steering committee.

4.2.4 Consultants

- a) Address queries and reports on progress.
- b) Assist the municipality in the pre-planning.

4.2.5 The Contractor

- a) The Contractor will be responsible for reporting on construction progress as per milestone planning.
- b) Address queries.
- c) Responsible for training of the CLO and the PSC members on the functioning of the committee and other matters community labour in construction techniques and reporting employment data.

4.2.6 Community Liaison Officer (CLO)

- a) The Community Liaison Officer (CLO) which will be the link between the contractor and the community will provide social facilitation services.

- b) The liaison offer must bridge the link between the contractor and the steering committee.
- c) The CLO will also be responsible for assisting in resolving labour problems between the contractor and the community local labour.

4.2.7 Project Steering Committee (PSC)

- a) To advise the contractor on all matters pertaining to the community.
- b) Public relations and communications.
- c) Assist in resolving community labour problems thus minimising potential conflict.
- d) It is essential that the PSC is empowered on how to handle conflict and how to resolve disputes as these are likely to occur within any developmental project.
- e) Training of the PSC members in the functioning of a committee is thus essential.

5. APPLICATION OF THIS POLICY

This Policy will be effective from the (date of adoption) and continues until the objective of the PSC has been achieved or until terminated by council for reasons which there may state.

6. QUORUM

The quorum will be met only when the Chairperson and at least 50% + 1 members are present at a meeting. Should this not be achieved at any one meeting, the meeting will be rescheduled to a later date.

The PSCs may meet on a monthly basis or as and where the need arise and scheduled dates will be approved by the Chairperson.

7. AMENDMENTS

This Policy shall be endorsed by the Council to ensure that it is binding and everybody complies and may be reviewed on an annual basis or, as and when required.

The above Policy have been adopted by Council held on:

MUNICIPAL MANAGER

Date: