MSUKALIGWA LOCAL MUNICIPALITY

PROJECT STEERING COMMITTEE POLICY

2026/27 FINANCIAL YEAR

Approved date	
Reviewed date	**As when necessary**

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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	Msukaligwa Local Municipality
PM	Project Manager
PSC	Project Steering Committee
CDW	Community Development Worker
CPI	Consumer Price Index
ISD	Information Service Division
CLLR	Councillor

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 affected communities when projects are being implemented through the establishment of the Project Steering Committee (PSC).

2. PURPOSE OF THE POLICY

The purpose of this policy is to formalize and guide the Municipality in the establishment of the PSC and the engagements of these structures during the project implementation, monitoring and reporting.

3. COMPOSITION OF THE PROJECT STEERING COMMITTEES

3.1. Guidelines

3.1.1. The Chairperson of the relevant Portfolio Committee hand over the project to the Ward Cllr.

3.1.2. Ward Cllr convenes ward committees to mobilize the project within the community.

3.1.3. Ward Cllr facilitates election of the PSC members in the Ward meeting.

3.1.4. Members of the PSC should not exceed seven.

3.1.5. The members should include recognized structures in the Ward such as traditional healers, religious associations, ward committees, business forums, etc.

3.1.6. The MMC Technical Services will be the chairperson of the PSC if a project is cutting accros more than one (1) ward

3.1.7. The seven elected members will elect amongst themselves a Deputy Chairperson and Secretary.

3.1.8. The PSC will facilitate, together with the Ward Cllr an appointment of the project Community Liaison Officer (CLO). This process must be transparent and a report on the recommended CLO to be signed off by the Ward Cllr and PSC members for submission to the office of the Contractor (See 4.2.2(b))

3.1.9. The Cllr and CLO are ex-officio members of the PSC and must provide reports to the Committee.

3.1.10. Other relevant members

Any relevant members of the groups relevant to the projects are as follows:

3.1.10.1. Municipal officials (Project Managers, ISD office, LED, End-user departments, etc)

3.1.10.2. Professional Service Providers

3.1.10.3. Contractor

4. THE FUNCTION OF THE PROJECT STEERING COMMITTEE (PSC)

Members of the PSC are required to volunteer their time and involvement and will not be compensated for their services. Should a member of the PSC wish to be employed during the implementation of the project, then that person must resign immediately from the committee so that there is no conflict of interest.

4.1. Project Steering Committee Mandate

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

Within the planning phase, the PSC assists with the following:

4.1.1. Planning and conceptualization of the project

4.1.2. Identifying training of relevant skills available within the affected community for engagement on the project

4.1.3. Liaises with the community regarding progress and issues which concern the community.

During the construction phase the PSC assists with the following:

4.1.4. Assist with the recruitment of the CLO.

4.1.5. Assist with community queries and concerns raised.

4.1.6. Receive progress on the project and assist in communication such with the community.

4.1.7. Cllr present project progress during the ward meetings.

4.2. Roles and responsibilities of the PSC members

4.2.1. Chairperson

4.2.1.1. The Chairperson of the PSC is responsible for steering the meetings including logistical arrangements pertaining to such meetings being successfully held.

4.2.1.2. The Chairperson is responsible for the approval of the agenda and minutes of the meeting.

4.2.1.3. Should the Chairperson be unavailable, the Chairperson in

consultation with the Secretary will delegate the Deputy Chairperson of the PSC to chair the meeting.

4.2.1.4. The PSC Secretary is responsible for drafting minutes and discussions during the meetings and ensure that the minutes are distributed with and assistance of the Consultant.

4.2.2. Ward Cllr

4.2.2.1. The relevant Ward Cllr, together with the Ward Committee Members are responsible to assist the CLO and the Contractor with recruitment of local labourers as per the EPWP guidelines.

4.2.2.2. The Ward Cllr, together with the Ward Committees Members will forward a shortlist of at-least three (3) candidates for recruitment of the CLO to be interviewed by the Contractor. The CLO will be subsequently contracted by the Contractor to provide social facilitation services.

4.2.3. Relevant Municipal officials

4.2.3.1. Coordinate the sitting of the PSC meetings.

4.2.3.2. Coordinate project pre-planning inputs from the PSC.

4.2.4. Consultants

4.2.4.1. Address queries and reports on progress.

4.2.4.2. Assist Municipality in the pre-planning.

4.2.4.3. Assist PSC secretary to finalize and distribute PSC minutes.

4.2.5. Contractor

4.2.5.1. The Contractor shall be responsible for reporting on construction as per milestone planning.

4.2.5.2. Address queries as received from CLO and the PSC Secretary and Cllr.

4.2.5.3. Responsible for training of the CLO and PSC members on the functioning of the committee and other community labour matters in construction techniques and reporting employment data.

4.2.6. CLO

4.2.6.1. The CLO which will be the link between the Contractor and the community will provide social facilitation services.

4.2.6.2. The CLO must bridge the link between the Contractor and the PSC.

4.2.6.3. The CLO will also be responsible for assisting in resolving labour challenges between the Contractor and the local labour.

4.2.7. PSC

4.2.7.1. Advise the Contractor on all matters pertaining to the community.

4.2.7.2. Public relations and communication.

4.2.7.3. Assist in resolving community labour matters thus minimizing potential conflicts of interest.

It must be noted that it is essential that the PSC is empowered on how to handle conflict and resolve disputes as these are likely to occur within any development projects. Training of the PSC members is the function of the PMU office and the appointed Consultant.

5. RENUMINERATION OF THE CLO & LOCAL LABOUR

The renumeration of the CLO and labour will be reviewed when necessary by the Council in line with the CPI.

6. APPLICATION OF THE POLICY

This policy will be effective from the date of adoption by Council and

continues until the objective of the PSC has been achieved or until reviewed by Council for the reasons which may be stated.

7. QUORUM

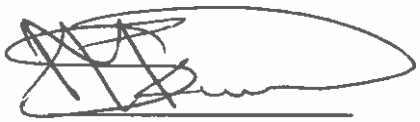
The quorum will be met only when the Chairperson and at least 50% + 1 members are present at the meeting. Should this not be achieved, the meeting will be re-scheduled to a later date not beyond 7 days.

The PSCs must meet monthly or as and when the need arise, and schedule dates will be approved by the Chairperson.

8. AMMENDMENTS

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.

9. AUTHORITY



M KUNENE
MUNICIPAL MANAGER

24/7/26
DATE

10. CERTIFICATION

I, the undersigned (Name & Surname)

.....

certify that the information furnished on this declaration form is true and correct. I accept that the Municipality may act against me should this declaration prove to be incorrect.

....

Signature Date

.....

Position