

DR J S MOROKA LOCAL MUNICIPALITY



FINAL DRAFT POLICY ON PROJECT STEERING COMMITTEE MANAGEMENT

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1. INTRODUCTION

A steering committee is a group of identifiable individuals representing the same views/aspiration to achieve a particular objective e.g. service delivery, and of which from within the group, assign other individuals to act on behalf of the group, by taking decisions for the entire group so as to achieve the group's vision and mission. The Terms of Reference for the Project Steering Committee shall be developed by the Dr JS Moroka Local Municipality as a guide to the functions and responsibilities of the committee.

2. PURPOSE

The purpose of this Final Draft Policy is to provide proper and sufficient mechanisms, by which Project Steering Committee can be established and managed for the benefit of the municipalities, service provider and affected communities.

This Policy must be read with the conditions applicable to the appointment of consultants and execution of projects (available at records section).

3. DEFINITIONS

In this policy, unless the context indicates otherwise –

“**Municipality**” means local government institutions established in terms of Chapter 7 of the RSA Constitution

“**Councilor**” means a public office bearer elected through the Municipal Electoral Act, No 27 of 2000

“**Community**” refers to an identifiable group of people as follows:

- a) Residing within a particular municipal boundary
- b) Community Based Organizations (CBO)
- c) Organized business
- d) Labour movement
- e) Moral Regeneration

“**Project Service Provider (PSP)**” refers to individuals, companies, joint ventures/consortium that is capable of delivering a particular service and have been appointed by the Dr JS Moroka Local Municipality to do so.

“Community Liaison Officer, (CLO)” refers to an official appointed by the local municipality to execute communication between the service provider, community and the local municipality. He/she is appointed for the duration of the project implementation.

“Municipal Manager” refers to a person appointed in terms of Section 54 A of Municipal Systems Act

“RSA Constitution” refers to the country’s supreme laws adopted in Parliament in 1996

“Municipal Structures Act” refers to the Local Government Structures Act of 1998 (Act No 117

“Municipal Systems Act” refers to Local Government: Municipal Systems Act No 32 of 2000

“Policy” refers to the Final Draft Policy on Project Steering Committee management

Affected Local Municipality (LM),

Project Steering Committee, (PSC),

Nkangala District Municipality (NDM),

4. OBJECTIVES OF THE FINAL DRAFT POLICY ON PROJECT STEERING COMMITTEE MANAGEMENT

The main objective of this policy is to achieve maximum management of service delivery projects through public participation, transparency and accountability by municipalities.

5. PROJECT STEERING COMMITTEE MANAGEMENT CORE VALUES

- a) That communities affected by project implementation have a right to be involved in its management.
- b) That communities should be provided with information they need pertaining to the project and to contribute positively towards the project.
- c) That communities and service providers should recognize the needs and interests of each other and be able to find each other.
- d) That a commitment is made that community involvement will be treated with the respect it deserves and to influence project related decisions.
- e) That NO allowance or remuneration is payable to members of Steering Committees, unless otherwise decided by the Project Service Provider at his or her own will and NO member of the Steering Committee may be involved in the project as a contractor or employee.

6. PROJECT STEERING COMMITTEE MANAGEMENT PRINCIPLES

Project implementation and community participation should be underlined by the Batho Pele Principles, namely

- a) **Consultation:** communities should be consulted about the level and quality of the service provided
- b) **Service standards:** the communities should be told about what the level and quality of public service they will receive so that they are of what to expect.
- c) **Access:** all communities should have equal access to the services to which they are entitled.
- d) **Courtesy:** communities should be treated with courtesy and consideration
- e) **Information:** communities should be given full, accurate information about the public services they are to receive.
- f) **Openness and transparency:** communities should be told how local and district governments are run, how much they cost and who are in charge.
- g) **Redress:** if the promised standard of service is not delivered, communities should be afford an apology, a full explanation and a speedy and effective remedy; and when complaints are made, communities should receive a sympathetic, positive response.
- h) **Value for money:** service delivery should be provided economically and efficiently in order to give the best possible value for money.

7. SCOPE

This Final Draft policy shall apply to the service providers and the affected communities.

8. LEGAL FRAMEWORK

The Constitution of the Republic of South Africa

Municipal Systems Act

Municipal Structures Act

9. LOCATION OF THE PROJECT STEERING COMMITTEE MANAGEMENT

This Final Draft Policy shall be located in and managed by the Office of the Speaker (Public Participation) and shall be provided in close liaison with all relevant departments in the Municipality.

10. STAKEHOLDERS

- Dr JS Moroka Local Municipality

- Ward Councilor
- Community Liaison Officer (CLO)
- Project Service Provider
- Traditional Leadership (where necessary)
- Relevant CBO – Community Based Organizations

11. ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

Dr JS Moroka Local Municipality

- To fund and implement service delivery projects as per the IDP and approved/allocated budget
- Appoint the **services of a Project Service Provider (PSP)**
- To assign officials to supervise and oversee the technical aspects of the project implementation.
- To assign a Councilor to attend and provide political oversight to the project and the **Project Steering Committee** meetings and report to the Dr JS Moroka Local Municipality on monthly basis, or as and when necessary.
- Appoint only one Community Liaison Officer (CLO) for each project in consultation with the Community.
- Develop Terms of Reference for both the Project Steering Committee and the Community Liaison Officer.
- Facilitate the project launching ceremony in consultation with the Project Service Provider.
- Provide capacity building to the Ward Councilors, PSCs and the CLOs.
- Provide interventions and solutions to disputes between the PSC and the Service Provider.

Affected Local Municipality

- The Municipality must indicate whether a Project Steering Committee has to be established for the project and if so, the establishment of the Project Steering Committee has to be facilitated by the relevant officials with the assistance of the Councilor assigned by Dr JS Moroka Local Municipality and in collaboration with the office of the Dr JS Moroka Local Municipality Speaker.
- Develop and approve its own PSC establishment Procedure, ensuring that youth, women and people living with disabilities and individuals with relevant technical and local community background are involved in the committee
- Provide support, as and when it is required, to the Project Steering Committee and the affected community.

- Resolve any conflict that may arise between the service provider and affected communities.
- Receive and consider the report of the project steering committee.

Ward Councilors

- **He/she chairs the meetings of the Project Steering Committee.**
- **Work in close liaison with the elected CLO as the Secretary of the PSC to compile minutes and reports of the PSC.**
- Give feedback on the project to the community ward meeting
- Refer disputes between the Service Provider and the PSC to the Dr JS Moroka Local Municipality for resolution
- Report the status of the project to the Speaker on monthly basis, or as and when necessary

Community Liaison Officer (CLO)

- Attend project steering committee meetings
- Do inspection in loco on the project
- Induct new laborers
- Attend Site Inspection/Technical Committee meetings
- Assist the PSC in the recruitment of required project labor personnel
- Ensure that workers' salaries are recorded and submitted to the contractor on time
- Create an effective liaison between the service provider, PSC, Dr JS Moroka Local Municipality and the community
- **Develop a schedule of PSC meetings in consultation with the Ward Councilor**
- Submit a monthly progress report to the Ward Councilor
- **Provide Secretariat services and report to the PSC on monthly basis, or as and when necessary**

Project Service Provider (PSP)

- Create a conducive environment for the recruitment and appointment of local skilled and unskilled labor
- Remunerate and provide support to the CLO
- Remunerate the laborers in accordance to the labor law
- Provide safety and protection to the labor on site
- Report to the Dr JS Moroka Local Municipality allocated Project Manager through Site Inspection meetings on monthly basis, or as and when necessary
- Imparting skills to the laborers
- Provide meeting accommodation and where applicable, refreshments to the PSC

12. REPORTING MECHANISMS OF THE PROJECT STEERING COMMITTEE

- A consolidated report should be submitted to the Ward Councilor and the PSC by the CLO
- A consolidated report should be done monthly on a date determined by the PSC
- The report should be sent to the Speakers' Office monthly
- Copies of the report should be sent to all components of the steering committee and affected Ward Committees and all Stakeholders Forums

13. POLICY DIRECTIVES AND PROCEDURES

13.1. Compulsory meetings

- Monthly project steering committee meetings
- Site inspections
- Ward Committee meetings
- Ward community meetings

13.2. Public safety and display

- The project steering committee should ensure that compliance on safety is strictly adhered to by the service provider and the cooperation of the affected community is maintained.
- The service provider must display a board detailing about the project and which should be visible to the public.
- Where necessary, fencing of the area around the project should be applied.

14. COMPLAINTS

The following mechanisms should be explored to receive and resolve conflicts by all stakeholders and members of the affected community:

- All complaints should be referred to the CLO, Ward Councilor and or the Municipality.
- Such complaints should be acknowledged in writing by the CLO, Ward Councilor and or Municipality and copies thereof should be given to the complainant and the project steering committee.
- The received complaint should be disposed of by the relevant stakeholder within 48 working hours.

- The complainant should be notified after the expiry of the 48 hour period on remedial action taken.
- The project Technical Team must try and resolve all complaints within a reasonable time
- Copies of all complaints and resolutions of the complaints must be forwarded to both the Dr JS Moroka Local Municipality and the Speaker.

15. POLICY REVIEW

The Final Draft Policy shall be reviewed bi-annually by resolution of the Dr JS Moroka Local Municipality Council.

FINAL DRAFT