



PROJECT STEERING COMMITTEE ROLES AND FUNCTIONS 2026/2027



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1. COMPOSITION OF PROJECT STEERING COMMITTEE

- 1.1. 05 Members from the community
- 1.2. 01 representative from ward committee
- 1.3. 01 representative from Tribal
- 1.4. 01 official from Public Participation Unit
- 1.5. 01 official from Technical Services preferably PMU
- 1.6. Ward councillor of that ward
- 1.7. Community Liaison Officer

1.2. EXECUTIVE COMMITTEE

- 1.2.1. Chairperson, Deputy Chairperson, secretary, Deputy Secretary and Treasurer
- 1.2.2. Other members will serve as members of Project Steering Committee

2. MEETINGS OF PSC AND SITTING ALLOWANCE

- 2.1.1. This will be determined by the size of and scale of the project.
- 2.1.2. Meeting of PSC must be held once a month
- 2.1.3. Project manager to inform CLO to issue an invitation for PSC meeting in consultation with the PSC Chairperson.
- 2.1.4. Sitting allowance for PSC member for 2026/2027 will be R500.00.
- 2.1.5. Chairperson and Secretary of PSC are the once to attend Technical meetings and report back to the entire PSC.
- 2.1.6. In case the member of PSC is committed no replace for that member
- 2.1.7. Sitting allowance will only paid to those attended the meeting
- 2.1.8. Municipal Officials and Ward Councillors are not entitled for allowance

3. WHAT IS A STEERING COMMITTEE

- 3.1. A steering committee helps to steer a project through from start to completion
- 3.2. A steering committee should be helpful to the Project Manager, not a distraction, so membership should be considered.
- 3.3. It is made up by representatives of key organizations who are partners in the project, and who have particular expertise to lend the project.
- 3.4. It is very important to include at least one client of the service, or potential user of the project that is being developed, as their views can be helpful in ensuring that the project is correctly targeted.

4. WHAT IS THE ROLE OF A STEERING COMMITTEE

- 4.1. The steering committee's role is to provide advice, ensure delivery of the project outputs and the achievement of project outcomes. This may include such tasks as:
- 4.2. Providing input to the development of the project, including the evaluation strategy
- 4.3. Providing advice on the budget
- 4.4. Defining and helping to achieve the project outcomes
- 4.5. Identifying the priorities in the project- where the most energy should be directed

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- 12.2. Recommendation will be made by Ward Councillors as the Chairperson of PSC and 05 ward committee members will be appointed as a PSC for that project, including Traditional Leaders.
- 12.3. Project Steering must be established before the project can start.
- 12.4. CDW to assist during the establishment of PSC for a fair process.

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