



PROJECT STEERING COMMITTEE ROLES AND FUNCTIONS 2025/2026



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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 ones 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 be paid to those who 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 of 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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- 4.6. Identifying potentials risks
- 4.7. Monitoring time lines
- 4.8. Monitoring the quality of the project as it develops
- 4.9. Providing advice about changes to the project as it develops
- 4.10. Steering provides support, guidance and oversight of progress.
- 4.11. Members do not usually work on the project themselves e.g. as labourer, sub-contractor
- 4.12. Actually do the work implementing project
- 4.13. The project manager will normally attend meetings of the PSC to report on progress and answer any questions raised by members
- 4.14. It's useful to have an additional person attend to assist the Project Manager by recording the minutes and the decisions of the meetings.
- 4.15. Assist in recruitment of general workers and other skilled labour
- 4.16. Running a fair process of recruitment of labourers to avoid community protest
- 4.17. It is the role of PSC to hire not WARD COMMITTEE, as all stakeholders are represented
- 4.18. PSC members are not allowed to be awarded sub-contractors. It will results as a conflict of interests
- 4.19. Members must not promise community members a job and sub- contractors by taking bribery.
- 4.20. Anyone found doing wrong thing will be expelled/terminated from PSC.

5. WHAT SHOULD HAPPENS BEFORE EACH MEETING

- 5.1. At least a week before the meeting Project Manager should circulate papers for the meeting to all committee members. This should include:
- 5.2. An agenda, indicating the time planned for the meeting, so that members can allow sufficient time to attend and participate.
- 5.3. Minutes of the last meeting, including an action list, ideally updated with any information to hand about actions completed or in progress
- 5.4. A progress report on the status of the project since the last meeting

6. WHAT ROLE DO INDIVIDUAL MEMBERS PERFORM

- 6.1. Individuals' steering committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. So individually, steering committee members should:
 - 6.1.1. Understand the aim, strategy and intended outcomes of the project
 - 6.1.2. Appreciate the significance of the project for their own organisation and clients
 - 6.1.3. Be genuinely interested in the project and the outcomes that are intended
 - 6.1.4. Be an advocate for the project by doing what they can to promote its output
 - 6.1.5. Have a broad understanding of project management issues.
 - 6.1.6. Ensure the strategy that is planned matches the aim of the project
 - 6.1.7. Consider how they will know if the aim of the projects has been achieved
 - 6.1.8. Review the progress of the project against the milestones
 - 6.1.9. Consider ideas and issues raised
 - 6.1.10. Provide guidance to the project team
 - 6.1.11. Help balance conflicting priorities and resources

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- 6.1.12. Foster positive communication outside of the committee regarding the project's progress and outcomes
 - 6.1.13. Actively promote the outputs of the project
 - 6.1.14. Contribute to the evaluation of the project, both the process of developing and implementation the project, and its actual impact on its intended audience
 - 6.1.15. As members of the PSC – not representative of the organization who “OWNS” the project- should be elected Chair, to ensure that meetings run smoothly and achieve their objectives
- 7. As members are selected based on their individual knowledge and skills that they bring to the committee, there can be some confusion and conflict in the accountability of members. The first responsibility of members is the achievement of the projects success and secondly to their organization. This should be made very clear at the outset. Similarly, members who have expertise in a particular area should avoid taking a narrow view of their responsibility on the committee-they are on the committee to contribute to the entire project
 - 8. A PSC won't actually run the project for you, but if members are selected and briefed appropriately and well, and involved to their potential throughout the life of the project, it can have a very positive impact on the achievement of your project aim.

9. COMPOSITION OF PANEL FOR COMMUNITY LIAISON WORK

- 9.1. The following Official must be part of panel for Position of Community Liaison Officer
 - 9.1.1. Official from Technical Services
 - 9.1.2. Public Participation Unit
 - 9.1.3. EPWP Officer
 - 9.1.4. Human Resource Official
 - 9.1.5. Member of Project Steering Committee to serve as an observer

10. DURATION OF PROJECT STEERING COMMITTEE

- 10.1. During of the Project Steering Committee will be in line with the term of the projects.

11. DISSOLUTION OF PROJECT STEERING COMMITTEE

- 11.1. Causing disorder by PSC Member
- 11.2. Conflict of interests by PSC Member
- 11.3. Influencing community protest
- 11.4. Failure to attend 03 consecutive PSC Meeting without a Valid Reasons
- 11.5. Relocation from that ward
- 11.6. Death

12. DISRUPTION OF ESTABLISHMENT OF PSC

- 12.1. In case there is disruption during the Establishment of PSC, there will be no third round.

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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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