

# **PDM** Project & Development Management

## **Annexure N2**

PSC Constitution

AMANYUSWA RURAL HOUSING  
PROJECT



**PROJECT STEERING  
COMMITTEE**

## **1. BACKGROUND**

The goal and objective of the AmaNywswa Rural Housing Project is to provide houses to the approved beneficiaries of the project. The Implementing Agent has been mandated to build 750 houses. The mandate of the Implementing Agent should be in line with the Policy Directive on the One House per Muzi: Rural Informal Land Rights Subsidy Instrument, Signed by the HOD on 12 May 2009, which is attached.

## **2. ROLE OF THE PROJECT STEERING COMMITTEE**

The role of the **Project** Steering Committee is as follows:

- The PSC is responsible for identifying the community needs
- Endorsing the proposed project,
- Identifying the community workforce,
- Assisting with community liaison and conflict resolution,
- Review of construction progress.
- Ensures project is aligned with organizational strategy.
- Ensures project makes good use of assets.
- Assist with resolving strategic level issues and risks.
- Approve or reject changes to the project with a high impact on timelines and budget.
- Assess project progress and report on project to beneficiary community and to both local and higher authorities.
- Provide advice and guidance on business issues facing the project.
- Use influence and authority to assist the project in achieving its outcomes.
- Review and approve final project deliverables.
- Ensure empowerment and development of local labour force.

## **3. RESPONSIBILITIES OF THE STEERING COMMITTEE CHAIR**

The responsibilities of the Steering Committee Chair are as follows:

- Sets the agenda for each meeting.
- Ensures that agendas and supporting materials are delivered to members in advance of meetings.

- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting.
- Clarifies and summarizes what is happening throughout each meeting.
- Keeps the meeting moving by putting time limits on each agenda items and keeping all meetings to two hours or less.
- Encourages broad participation from members in discussion by calling on different people.
- Ends each meeting with a summary of decisions and assignments.
- Follows up with consistently absent members to determine if they wish to discontinue membership.
- Finds replacements for members who discontinue participation.

*The Chairman shall be elected at the meeting, with a vote of more than two thirds present.*

#### **4. RESPONSIBILITIES OF INDIVIDUAL STEERING COMMITTEE MEMBERS**

Individual Steering Committee members have the following responsibilities:

- Understand the goals, objectives, and desired outcomes of the project.
- The Social Compact duties and responsibilities are adhered to.
- Understand and represent the interests of project stakeholders.
- Ensure that the project stays within programs scheduled
- Take a genuine interest in the project's outcomes and overall success.
- Act on opportunities to communicate positively about the project.
- Check that the project is making sensible financial decisions – especially in procurement and in responding to issues, risks and proposed project changes.
- Ensure that the project stays within the project parameters as prescribed by the department.
- Check that the project is aligned with the organizational strategy as well as policies and directions across government as a whole.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other Steering Committee documents.
- Support open discussion and debate, and encourage fellow Steering Committee members to voice their insights.
- The PSC shall report to the beneficiary community on a regular basis on the progress of the project.

## 5. GENERAL

### 5.1 MEMBERSHIP

The PSC comprises the IA, Project Facilitator, Tribal Authority, Municipality, Ward Councillor, the Department of Human Settlement and four elected members of the beneficiary community.

The table below lists the membership of the Steering Committee.

Name	Title	Organization
RESHWA GORAL	Housing Officer	Ubuhlebezwe LM
Piet Kleinhans / Roy Bele	Implementing Agent	PDM
GERRY EWELBRECHT	DHS Officer	Department of Human Settlement
Ngidi Remigius	Member	Beneficiary Community Representative
Mnguni Mandisa	Member	Beneficiary Community Representative
Nyuswa Constance	Member	Beneficiary Community Representative
Ndlovu Thobeka HLENBWA THENBA MILDRED	Member	Beneficiary Community Representative

### 5.2 QUORUM AND DECISION-MAKING

#### 5.2.1 QUORUM

A minimum number of **four** Project Steering Committee members are required for decision-making purposes.

#### 5.2.2 DECISION-MAKING PROCESS

- Unanimity: everyone agrees to a given course of action.
- Majority: a course of action requires support from more than 50% members who attend the meeting if there is quorum.
- 2/3 Majority: a course of action requires support from 2/3 of the members who attend the meeting if there is quorum.
- Consensus: a majority approve a given course of action, but that the minority agrees to go along with the course of action, potentially with some modifications.
- If a resolution has equal votes the chairperson elected shall have a final additional casting vote.

#### 5.2.3 ABSENCES

If a member is absent for three consecutive meetings without notice or justifiable reason, the committee will review their membership.

### 5.3 FREQUENCY OF MEETINGS

- The PSC shall have regular meetings, at least once a month.
- These meetings could be scheduled to take place on the same day of the project Technical meetings during construction.
- The Project Facilitator / Secretary shall be responsible for taking minutes and recording all decisions and resolutions taken.
- These minutes shall be distributed within a week of the meetings taking place.

### 5.4 AGENDA, MINUTES, AND DECISION PAPERS

A package will be sent to members three to five business days in advance of a Steering Committee meeting. This package will include the following:

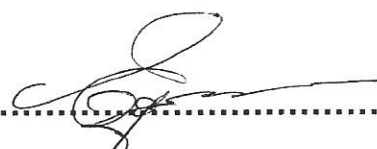
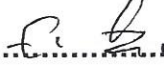
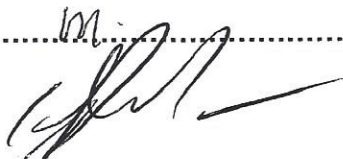
- Agenda for upcoming meeting (in QNPM Steering Committee Meeting Agenda Template).
- Minutes of previous meeting (in QNPM Meeting Minutes template).
- A progress report for the project.
- Decision papers.
- Any other documents/information to be considered at the meeting.

### 5.5 PROXIES

Members of the Steering Committee can send proxies to meetings. Proxies are entitled to participate in discussion and are allowed a role in decision-making.

## 6 DISSOLUTION

This PSC shall be dissolved at the end of the project.

Signature: 1..........(PSC MEMBER)  
2..........(PSC MEMBER)  
3..........(PSC MEMBER)  
POM.

4. GERRY ENGELBRECHT DCHS  
5. RESHNA GOPAL (BUHIERE MUMBAI MUNICIPALITY) 19