REVIEWED INSTITUTIONAL AND SOCIAL DEVELOPMENT POLICY

MBHASHE MUNICIPALITY

Ilifa lethu elixabisekileyo liyinkqubela

APPROVED BY:

MR M NAKO
MUNICIPAL MANAGER
DATE: 23/06/21.

APPROVED BY:

CLLR JANDA
EXECUTIVE MAYOR
DATE: 23/06/21.

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1. PURPOSE OF POLICY

The purpose of this policy is to ensure that the benefiting communities fully participates and are capacitated from the beginning stages of the projects to closeout stage and plays a pivotal role in maintenance on all projects within their jurisdiction

2. OBJECTIVE OF POLICY

This policy is reviewed to establish a procedure for managing proper planning, implementation, monitoring and evaluation of development Projects so as to create sustainable infrastructure projects. This will be achieved through community participation in decision making and active involvement in all phases of the project cycle and in the ongoing operations and maintenance of the service. This will be achieved by building capacity within the beneficiary through employment and trainings

3. SCOPE OF WORK

The Municipality has embarked on a Community Participatory approach to ensure the smooth running and proper implementation of Planned Infrastructure Projects as per the 2020/21 IDP of the Municipality. Projects which will create a sense of ownership, community empowerment, skills development and job opportunities.

The scope of works can be summarised as follows:

- Involvement of communities for sustainability of infrastructure projects
- involvement of community through the establishment of Project Steering Committee's for smooth running of infrastructure projects
- Improve communication with beneficiaries and project team through appointment of Community Liaison Officer (CLO)
- Capacitating PSC members and CLO through trainings
- Make provision for accredited and non-accredited for employed labours
- Improve community development through employment of labourer
- Create guidance to monitor welfare of labourer

The ISD Framework/Unit has been established by the Cooperative Governance & Traditional Affairs Eastern Cape (CoGTA EC) to facilitate the proper implementation of Infrastructure Projects.

4. POLICY DEFINITION

4.1 Institutional and Social development is the process of ensuring community buy-in, participation and ownership leading to sustainability of any developmental initiatives. The ISD deals with community participation in ensuring that are part of the development process.

4.2 The Constitution of the Country adopted on 8 May 1996 envisages a complete transformation of the local government system. In terms of the Constitution, local government is a sphere of government in its own right and no longer a function of national and provincial government. Local government has also been given a distinctive status and role in building democracy and

promoting socio-economic development. It requires from local government to involve communities and community interest groups in local government matters.

4.3 The white paper on local government establishes the basis for a system of "developmental local government" which is centrally concerned with working with local citizens and communities to find sustainable ways to meet their needs and improve the quality of their lives. The definition of developmental local government as contained in Section B on page17 of the White Paper on Local Government reads as follows: acrimonies

4.4 Developmental Local Government is local government committed to working with citizens and groups within the community to find sustainable ways to meet their social, economic and material needs and improve the quality of their lives. In addition, the spirit of community involvement is captured in Council's vision, that is:

4.5 The Mbhashe local Municipality has a determination to ensure proper public participation through efficient, accountable, non-racial and non-sexist approach, more to that the Municipality has a clear focus on social and sustainable economic development, improving the quality of life of the communities in a safe and secured environment.

4.6 The following abbreviations are applicable in this policy

- BCEA : Basic Condition of Employment Act
- CLO : Community Liaison Officer
- CoGTA EC : Cooperative Governance and Traditional Affairs Eastern Cape
- EPWP : Expanded Public Works Program
- IDP : Integrated Developmental Plan
- ISD : Institutional and Social Development
- LED : Local Economic Development
- LRA : Labour Relations Act
- MIG : Municipal Infrastructure Grant
- OHS : Occupational Health and Safety Act
- PMU : Project Management Unit
- PSC : Project Steering Committee
- SCM : Supply Chain Management

5. LEGISLATIVE FRAMEWORK

- Institutional and Social Development Framework Eastern Cape CoGTA 2012
- Constitution of The Republic of South Africa 1996, Chapter 7, section 152
- Municipal Systems Act 32 of 2000, Chapter 4
- Batho Pele Principles
- Employment Equity Act, No. 55 of 1998
- The 1998 White Paper on Local Government
- Basic Conditions of Employment Act, 75 of 1997
- Labour Relations Act 6 of 2014
- EPWP Ministerial determination
- Occupational Health & Safety Act 85 of 1993

6. POLICY PROCEDURE

6.1 Pre- Planning Phase

6.1.1 Before a project is implemented in a community it must be part of a Municipality's IDP.
6.1.2 The role of the ISD Officer is to create community awareness, do site visit with the community.
6.1.3 It is important for the ISD Officer works hand in glove with the IDP Office to ensure that community needs are identified and projects are prioritized.

6.2 Planning Phase

6.2.1 Establishment of Project Steering Committee and training of PSC members.
6.2.2 Ensure communication channels are maintained between all stakeholders involved e.g. Traditional Leaders, Ward Councillors, Ward Committees, PSC members and Community members.
6.2.3 The living environment of people needs will be recorded on a Baseline Survey Form which will outline community member's problems and resources available.
6.2.4 This information must be gathered together with the community members so that it can inform engineers for designs.
6.2.5 The ISD Officer should make sure that social aspects are captured in the project specification. Social Aspects such as labour accredited trainings, EPWP compliance, identify SMMEs as LED strategy.

6.3 Design Phase

6.3.1 At this phase the ISD Officer, Engineers and community members should go and identify the physical infrastructure to be constructed with the consideration of social aspects of the village.
6.3.2 Once the Engineers have designed the infrastructure they should again meet with the community members, together with the ISD Officer and PSC and explain the project design for acceptance.

6.4 Implementation phase

6.4.1 This is when the actual construction work has begun and local labour has been employed through the CLO and PSC.
6.4.2 To ensure that labourers are treated in a fair and equitable manner as per relevant legislations, e.g. EPWP Ministerial determination BCEA, LRA and OHS.

6.5 Monitoring, Reporting and Evaluation Phase

6.5.1 This is whereby information about a project is collected, checked and analysed in order to see if everything is going according to plan, so that faults can be   corrected as they arise.
6.5.2 Monitoring is a function that is integral to a projects operation, and it should happen throughout the project.

6.5.3   The PSC undertakes regular monitoring, evaluation and reporting at community level.

6.6 Operations and Maintenance Phase

6.6.1   In this stage the department has to ensure the smooth transition of the facility to relevant custodians and ensure the registration of the asset on the asset register.

6.6.2   In this phase Ward Councillor to liaise between the relevant department in the municipality and community to ensure proper operations and maintenance of the facility.

7. GENERAL POLICY PROVISIONS

The correct protocol to be followed when entering into Mbhashe communities is the Ward councillor and the Traditional leader and PSC members. *Provincial ISD Guideline (2012)*
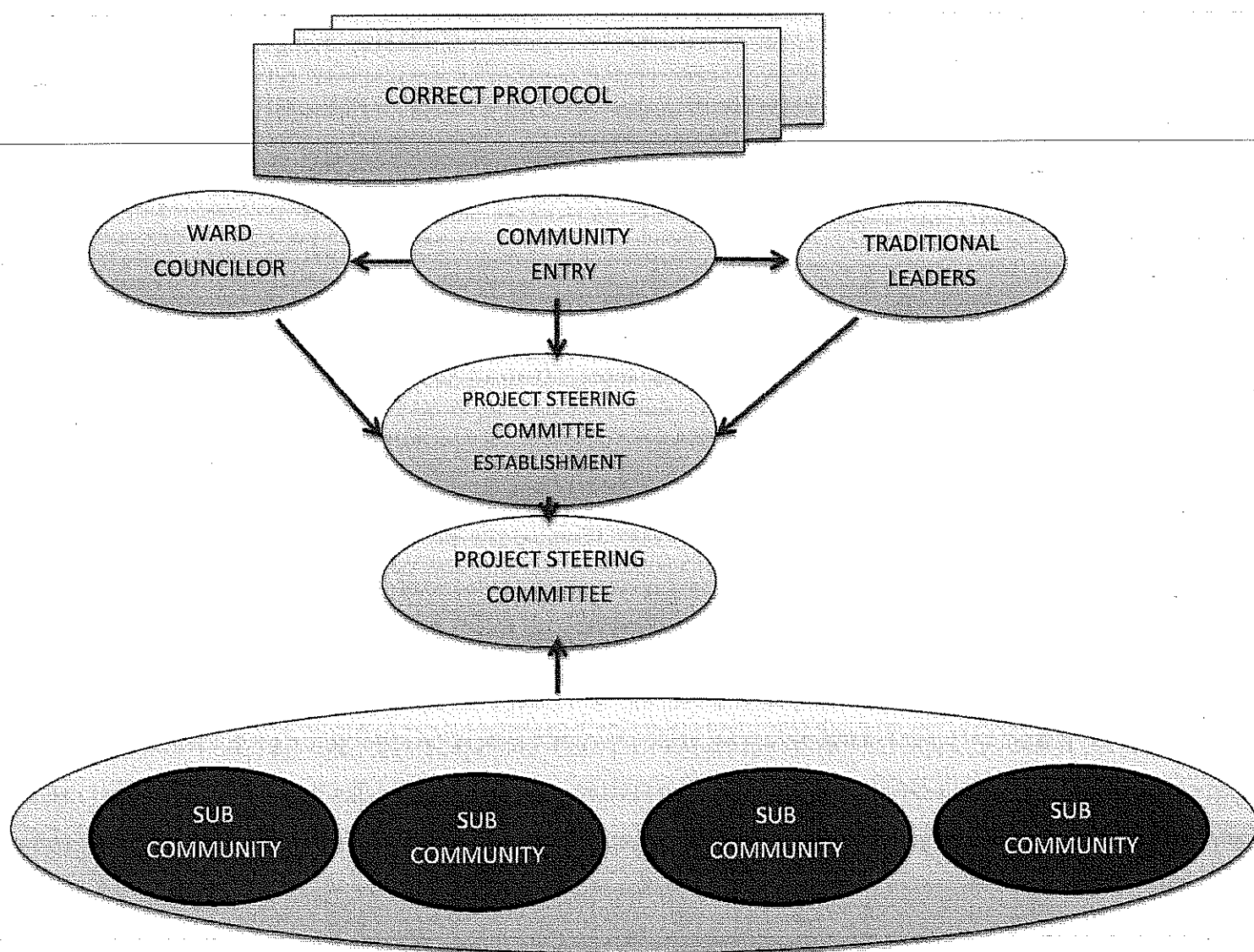
7.1 PROJECT STEERING COMMITTEE (PSC)

7.1.1 PSC is the community structure that is elected by the community, representing the communities

7.1.2 PSC during implementation of the infrastructure project to ensure smooth running of the project and deals with the appointment of local labour as requested by the contractor.

7.1.3 The number of PSC members depends on the vastness of the community to benefit on project it is made of one (1) member from each sub-community; PSC should be the minimum of five (5) members. This community structure is chaired by the Ward Councillor; vice chairperson is elected by the committee within the committee to act in the absence of Ward Councillor (chairperson).

7.1.4 PSC sits once a month in progress meetings or when necessary, as per the Provincial Institutional and Social Development Framework (2012) each member must be compensated per sitting for travelling cost.

7.1.5 On the PSC establishment the number of PSCs per project depend on the vastness and geographic proximity of the benefiting Unit. *Eastern Cape institutional and Social Development (ISD) Guidelines* (2012)

7.1.6 The PSC is to be established as per the benefiting population, Villages, Ward or Wards per Unit as identified on MIG 1 of that particular project and the community baseline study of the project ideally setting up the PSC correctly is critical to future success

7.1.7 Appointed Social Facilitation Service Providers, in their nature of duty they are to work directly with the affected communities only by the approval of the affected Portfolio Head and Ward Cllr.

7.1.8 In all the infrastructure projects the Portfolio Head is to oversee the functioning of the Project Steering Committee hence the Ward Cllr of the project must report to the Infrastructure Portfolio Head, and to also take mandate from the Portfolio Head.

7.2 COMMUNITY LIAISON OFFICER (CLO)

7.2.1 ISD officer facilitates the recruitment and employment of CLO. The ISD officer facilitates the signing of contract between the contractor and the CLO.

7.2.2 Minimum educational qualification required for CLO is Grade 12 and the CLO monthly remuneration from the 01st July 2020 will be an amount payable by the contractor of R3710/ month.

7.2.3 On Projects benefiting the whole unit, CLO can be appointed in any ward within the unit.

7.2.4 CLO is expected to:
- Liaise between community and the contractor
- Reporting back to the community and project steering committee keeping the community and Ward Councillor informed of project progress and related matters and attend community structure meetings to transfer information and technology regarding the project such as the nature of the works.
- Report-back to the Chairperson of PSC, PMU Project Technical Team, Engineer/ Principal Agent and Contractor regarding community needs and opinions as and when such needs and opinions are expressed, in order that appropriate actions may be taken timeously.

- Ensure that labourers sign the contract with the Contractor and are informed by the Contractor, regarding job descriptions, work content, normal working hours.

7.3 LABOUR

7.3.1 Employment of labour in every project is to be facilitated by the PSC members led by the Ward Cllr.

7.3.2 Grievances to be directed to the CLO and the PSC

7.3.3 There should be at least 2% of disabled, 60 % Women and 20 % youth employment in the project as per the EPWP Ministerial determination, Basic Conditions of Employment Act, 75 of 1997 and the Labour Relations Act 6 of 2014.

7.3.4 Maximum of 23 days to be worked in accordance with EPWP ministerial determination, and a minimum of 8 hours a day with an hour lunch.

7.3.5 Weekend works and over time are not encouraged as per the EPWP ministerial determination, unless there is an arrangement for a day off or arranged payment between the contractor and the employees.

7.3.6 In instances where work is executed on the weekends, the knock off time is 13:00 pm with full daily payment

7.3.7 Workers will be entitled to double payments when the works is executed in public holiday with the knock off time of 13:00pm.

7.4 LABOUR, SECURITY RATE AND LABOUR ROTATION

7.4.1 In Mbhashe Local Municipality the standard labour rate for financial year 2020/21 projects as from the 01st July 2020 will be payable amount of R140 per day for the labourers which is within the minimum wage rate according to the Department of labour and EPWP in all MIG implemented projects.

7.4.2 Security wage monthly remuneration from the 01st July 2020 will be an amount payable by the contractor of R3710/ month.

7.4.3

7.4.4 In conditions where community feels that the security duties be performed by two personnel of the same activities the amount will be split in half.

7.4.5 Rotation of local labour is allowed when necessary and they can only rotate after Three (3) months of employment.

8. PROCEDURES FOR IMPLEMENTING POLICY

This policy shall be implemented and effective once approved by Council as set conditions above.

9. POLICY GOVERNANCE

REVIEWED INSTITUTIONAL AND SOCIAL DEVELOPMENT POLICY

Policy Governance

Policy Title	REVIEWED INSTITUTIONAL AND SOCIAL DEVELOPMENT POLICY	
Policy Version	**AMMENDMENT No.4**	
Role & Process	**Responsible Individual Name and/or Date**	**Responsibility Accepted Signature**
Senior Manager: Infrastructure Services		
Policy Custodian	Infrastructure	
Policy Author	PMU Manager	
LLF Consultation Date		
LLF Consultation Reference		
Council Approval Date		
Council Approval Reference		
PMU Unit		
Policy Approved		
Policy Inception Date		
Review Start Date		
Review Completion Date		
Legislative References		
Policy Review "Triggers"		
Comments		