

INSTITUTIONAL SOCIAL DEVELOPMENT POLICY FOR AMAHLATHI LOCAL MUNICIPALITY

Council Resolution Number: 06/2023/24 Ordinary Council Meeting	Approval Date: 28 June 2024
Review Date: 11 & 12 June 2024	Effective Date: 01 July 2024



CLLR. NP MLAHLEKI
SPEAKER OF COUNCIL

28/06/2024
DATE

TABLE OF CONTENT

NO.	ITEM	PAGE NO.
1.	Definitions	1
2.	Legislative Framework	2
3.	Objectives of the Policy	2
4.	Application of the Policy	2
5.	Policy Details	3-10
6.	Implementation of the Policy	10
7.	Deviation	10
8.	Policy Audits	11
9.	Violation and Enforcement of the Policy	11
10.	Adoption and Approval of the Policy by Council	12

NIP

1. DEFINITIONS

TERM	DEFINITION
BCEA	Basic conditions of employment act
CLO	Community liason officer
CoGTA EC	Cooperative governance & traditional affairs eastern cape
EPWP	Expanded public works program
IDP	Integrated development plan
ISD	Institutional & social development
LED	Local economic development
LRA	Labour relations act
MIG	Municipal infrastructure grant
OHS	Occupational health & safety act
PMU	Project management unit
PSC	Project steering committee
SCM	Supply chain management

NIP

2. LEGISLATIVE FRAMEWORK

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

3. OBJECTIVES OF THE POLICY

The purpose of this policy is 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.

4. APPLICATION OF THE POLICY

The Policy is applicable to: all the community members under Amahlathi Local Municipality Jurisdiction.

5. POLICY DETAILS

5.1 BACKGROUND

In the past, decisions and policies were formulated by local government without consulting communities and community interest groups and imposed on the community;

with the result that implementation was not as effective as anticipated.

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.

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 page 17 of the White Paper on Local Government reads as follows:

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:

The Amahlathi local Municipality has a culture of public participation through efficient, accountable, non-racial and non-sexist municipality that focuses on social and sustainable economic development, improving the quality of life of the communities in a safe and secured environment.

The municipality operates within a Collective Executive System combined with a ward participatory system. It has 15 Wards and 30 Councilors with an Executive Committee consisting of 5 members. There are 6 Traditional Leaders participating in the council. Therefore the need for an ISD policy was identified which should enable Council to interact with the broader community as outlined in the Amahlathi IDP Strategy.

5.2 INTRODUCTION

It has been realized that most implemented infrastructure projects have failed as a result of non-effective communication of information with communities and therefore no

meaningful community participation, resulting in lack of sense of ownership and apathy. There has been lack of sustainability of implemented infrastructure projects, capacity of infrastructure not providing for future developments and no proper capacity building and skills transfer programmes in place for the communities.

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.

The Municipality has embarked on a Community Participatory approach to ensure the smooth running and proper implementation of Planned Infrastructure Projects as per the IDP of the Municipality. One (1) ISD Officer has been appointed by Amahlathi Local Municipality to ensure that Communities are involved in the decision making process of Infrastructure Projects which will create a sense of ownership, community empowerment, skills development and job opportunities. The ISD Officer to report at COGTA EC and Amahlathi Local Municipality on a Monthly and Quarterly basis.

ISD refers to the **institutional and social development** components of a development project. ISD is important for all phases of a project from planning to design and implementation.

ISD is done within a context of development, where development is:

- ✚ A process of social, economic and human empowerment through which ordinary people gain greater control over the factors which control their lives. It is a process where people are at the center of their own emancipation with the support of others. ISD ensures community involvement in planning, decision-making, implementing, monitoring and on-going sustainability of projects

An ISD approach requires that:

- ✚ Communities participate in decision-making and are actively involved in all

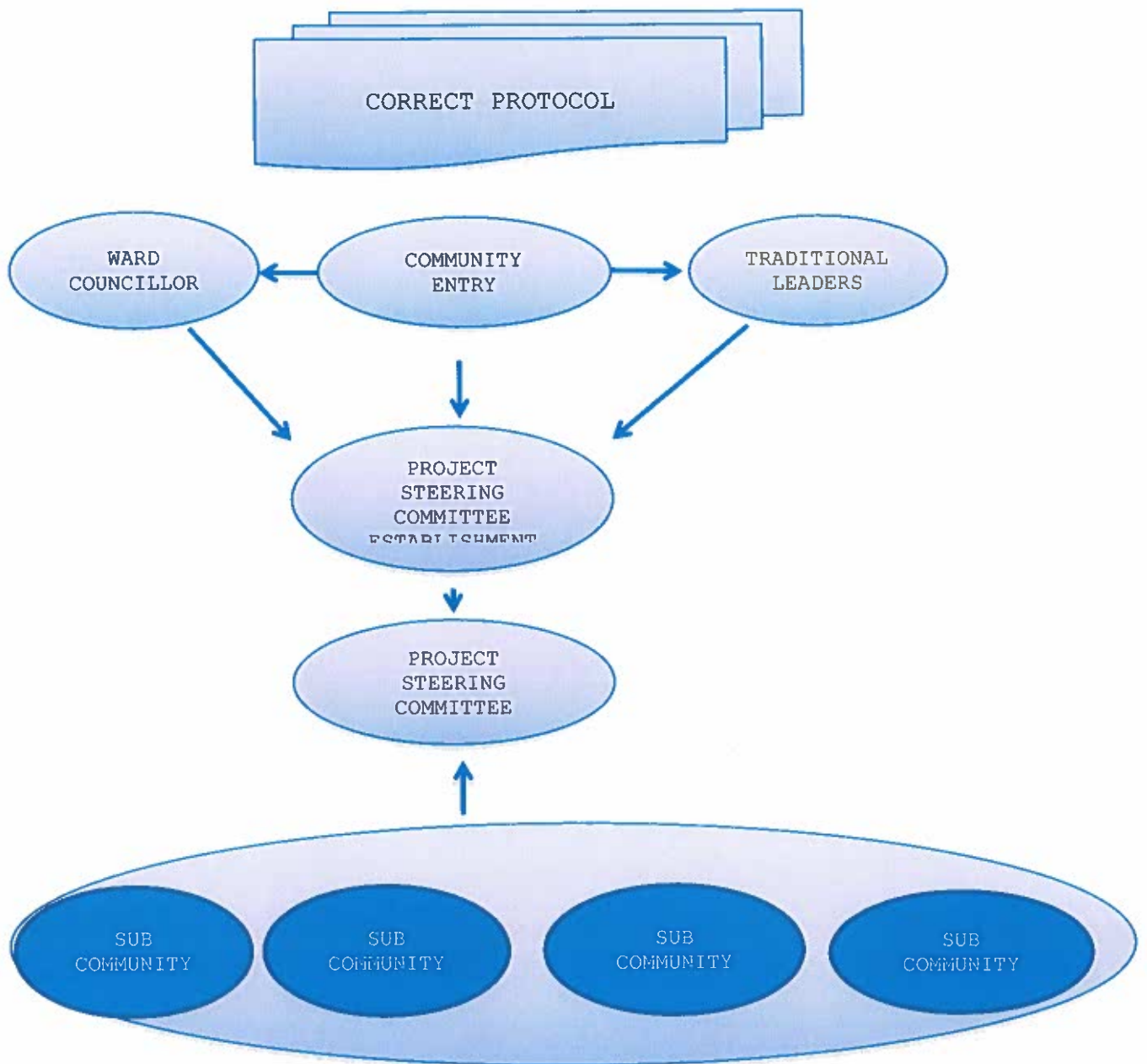
the phases of the project cycle, and where appropriate, in the ongoing operations and maintenance of the service

5.3 **IMPORTANT STAKEHOLDERS**

- a) Project Steering Committee
- b) IDP Section
- c) LED Section
- d) EPWP Section
- e) Ward Councilors
- f) Traditional Leaders
- g) NGOs
- h) Sector Departments

5.4 LINES OF COMMUNICATION

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



5.5 PROJECT STEERING COMMITTEE (PSC)

PSC is the community structure that represents the community during implementation of the infrastructure project to ensure smooth running of the project and deals with the appointment of local labour as required by the contractor.

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 Councilor; vice chairperson is elected by the committee within the committee to act in the absence of Ward Councilor (chairperson). PSC sits twice a month in progress meetings or when necessary, as per the Provincial Institutional and Social Development Framework (2012) each member must be compensated R300 per sitting for travelling cost.

The stipend to be increased every financial year by an amount of 5% according to the ISD Guidelines.

5.6 COMMUNITY LIAISON OFFICER (CLO)

ISD officer facilitates the recruitment and employment of CLO. The ISD officer facilitates the signing of contract between the contractor and the CLO. Minimum educational qualification required for CLO is Grade 12 and the CLO monthly remuneration payable by the contractor is **R 6 000**.

CLO is expected to:

- a) Liaise between community and the contractor
- b) Reporting back to the community and project steering committee keeping the community and Ward Councilor 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.

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

5.7 POLICY CONTENT

5.7.1 ISD in the Project Cycle

Projects have definite start dates and end dates. But life in a particular community continues, regardless. It is important to bear this in mind during planning and implementation. Community members are important stakeholders in the project so they need to be part of all the project phases. Time and resources must be provided for community participation. This must start at the beginning of the cycle and their involvement during project design and implementation must be managed all the way along. This is an important ISD role.

The project life cycle consists of the following stages

5.7.2. Pre- planning

- a) Identification and prioritization of community needs- IDP
- b) Facilitate the development of Local Area Plans
- c) Community Based approach- with Participatory Development Approaches Project feasibility studies are completed with the same information
- d) Community leadership is on board

5.7.3. Planning

- a) Preparing communities for implementation
- b) Observing the correct protocol
- c) Create community awareness

- d) Identify stakeholders
- e) Establishing Committees and facilitate for CLO appoint, Health Workers
- f) Conduct necessary skills audit (work with HRD)
- g) Training of committees in preps for implementation

5.7.4. Design

- a) Design must be done in conjunction with communities
- b) A project team should work together
- c) Technical options to be done by community guided by the experts
- d) Evidence of participation by community is critical

5.7.5. Implementation -Process leading to construction (for infrastructure projects)

- a) Working with community representatives (PSC)
- b) Percentage of the project budget remains with the community
- c) Ongoing monitoring and Health and Hygiene
- d) PSC is taking its role with the primary objective of keeping communities informed

5.7.6. Monitoring, Reporting & Evaluation -Mainly about progress

- a) Meetings: PSC Meetings and Site meetings must be held regularly
- b) ISD should identify a monitoring plan that;
- c) identifies areas to be monitored
- d) clarifies monitoring tools
- e) reports on progress

Evaluation stage – This stage is to ensure that the following project objectives have been achieved

- a) Post impact assessment
- b) Satisfied communities
- c) Sustainable expected service
- d) Improved livelihoods
- e) Income generated

- f) Quality of life improved
- g) Empowered communities

5.7.7. Operation and maintenance - This stage is to ensure long term sustainability of a service

- a) Operations and Maintenance is critical
- b) Community Services Providers (CSP) are appointed to maintain project

5.8 LABOUR RATE AND LABOUR ROTATION

In Amahlathi Local Municipality the standard labor rate for the laborers should not be compensated less than the minimum wage rate according to the department of labor and EPWP in all MIG implemented projects. The Labour rate within Amahlathi Municipal to be paid according to the gazetted construction labour rates (to start from R130). Rotation of local labor is allowed when necessary and they can only rotate as per the requirements of PSC.

6 DEVIATION FROM THE POLICY

Any deviation that affects the contents of this policy

Shall be sanctioned by Municipal Manager, his/her nominee subject to rectification by council

7 DISPUTE RESOLUTION

Any dispute relating to both the interpretation of provision of the policy as well as the municipality decision on any specific matters shall be dealt with in accordance with the dispute resolution mechanism provided for in the applicable Labour Relations Legislation.

8 IMPLEMENTATION OF THE POLICY

NIP

- (1) The policy will be communicated throughout the municipality. It will be posted on the Municipal Website for purposes for ease of accessibility by users;
- (2) The policy will be signed-off by the Mayor / Speaker and the Municipal Manager as a commitment to its implementation and adherence thereto;
- (3) Successful implementation of this policy will be evidenced by effective and efficient administrative processes in relation to departing employees as well as fewer complaints from departing employees with regard to issues of terminal emoluments and notice periods.

9 POLICY AUDIT

Audits will be conducted on the policy annually to determine its impact in achieving the objectives it is set out to achieve as well as alignment to the process.

10 VIOLATION AND ENFORCEMENT

The violation of this policy may lead to disciplinary processes taken against the offender.

12. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL

This policy is adopted and approved by Amahlathi Local Municipality Council for implementation from (Effective Date) 01 July 2024

Approved by Resolution Number 6 of 9.2 on this the 28th day of June 2024.

Signed this the 28th day of June 2024.



 DR Z. SHASHA
 MUNICIPAL MANAGER



 CLLR N. MLAHLEKI
 SPEAKER OF COUNCIL

 DATE

28/06/2024

 DATE