



## POLICY RELATING TO THE CONFERMENT OF CIVIC HONOURS

## **1. DEFINITIONS**

In these guidelines:

“Alderman / Alderwoman”	means a high ranking member of a municipal Council honoured for a long and distinguished service as a Councillor;
“Civic Honours”	means honours conferred on deserving members of the community in recognition of their achievements;
“Council”	means the Council of the Sedibeng District Municipality as established in terms of Section 18 of the Local Government Municipal Structures Act, no. 117 of 1998 (the Structures Act), as amended;
“District”	means the geographical area of jurisdiction of Sedibeng District Municipality including the areas of Emfuleni Local Municipality, Midvaal Local Municipality and Lesedi Local Municipality;
“Executive Mayor”	means the Executive Mayor of Council elected in terms of Section 55 of the Structures Act;
“Freeman”	means the recipient of the Honorary freedom of Sedibeng, be they male or female;
“Local Government body”	means any institution or body contemplated in Section 155 of the Constitution of the Republic of South Africa 1996; The Structures Act, the Local Government: Municipal Systems Act 117 of 1998, the LG: Municipal Finance Management Act 56 of 2003 (the MFMA), and includes Municipal Entities in terms of Chapter 8 of the Systems Act and Chapter 10 of the MFMA;
“Mayoral Committee”	means the Councillors appointed to assist the Executive Mayor to Section 60 of the structures Act;
“Municipal Manager”	means the accounting officer of the Municipality appointed in terms of Section 82 of the Structures Act;

“Proposer”	means any person, group of persons or organisation that nominates another to be a recipient of a civic honour;
“Rules Committee”	means a committee established in terms of Section 79 of the Structures Act, designated to handle, <i>inter alia</i> , nominations for conferment of civic honours;
“Speaker”	means the Chairperson of Council duly elected in terms of Section 36 of the Structures Act.

## **2. CIVIC HONOURS**

The following Civic Honours may be bestowed by the Council and the Executive Mayor of the Sedibeng District Municipality:

- 2.1 Freedom Of Sedibeng;
- 2.2 Signing Of The Civic Honours Book;
- 2.3 Honorary Title Of Alderman;
- 2.4 The Mayor’s Medal;
- 2.5 The Mayor’s Civic Pride Award;
- 2.6 Recreation And Sport Award
- 2.7 Heritage Award;
- 2.8 Outstanding Youth Award;
- 2.9 Award for outstanding work in relation to the advancement of women and the disabled;
- 2.10 Award for outstanding achievement/s by a woman;
- 2.11 Award for outstanding achievement/s by a person with a disability.

## **3. CRITERIA FOR CONFERMENT OF CIVIC HONOURS**

### **3.1 FREEDOM OF SEDIBENG**

3.1.1 Council may by unanimous resolution admit to the Honorary Freedom of Sedibeng:

- 3.1.1.1 any person of distinction;
- 3.1.1.2 any person who has rendered eminent service to the District or the Nation.

- 3.1.2 A person upon whom the Freedom of Sedibeng has been conferred shall be known as an “Honorary Freeman of Sedibeng”.
- 3.1.3 The Office of the Executive Mayor shall record the names, designations and signatures of persons admitted to the Freedom of Sedibeng and such a register shall be known as the “Civic Honours Book”.

### **3.2 SIGNING OF THE CIVIC HONOURS BOOK**

- 3.2.1 This is one of the highest accolades that can be conferred by Council on its residents; the recipient is invited to sign his / her name against a citation of his / her achievements in the Civic Honours Book.
- 3.2.2 This honour may be conferred upon a living person, or in memory of a deceased person who was a citizen of Sedibeng District and who deserves recognition for:
  - 3.2.2.1 his/her lengthy and dedicated public service to Sedibeng District in any field including among others the social, community or civic interest fields;
  - 3.2.2.2 his/her selflessness and/or sacrifice in ensuring the safety and wellbeing of others;
- 3.2.3 The Civic Honours Book shall be compiled and maintained by the Office of the Executive Mayor, and there shall be recorded therein, the name of each person upon whom this honour has been conferred together with a citation of his/her achievements which shall be signed by that person, or where the honour is conferred in memory of a deceased person, by his/her next of kin, on his/her behalf, at the ceremony to confer Civic Honours.

### **3.3 HONORARY TITLE OF ALDERMAN**

- 3.3.1 The title of Alderman shall be conferred upon:
  - 3.3.1.1 A Councillor who has served on one or more local government bodies within the Republic of South Africa for a consecutive period of 20 years or more;
  - 3.3.1.2 A Councillor of the District Municipality upon the

assumption of Office as Executive Mayor; this does not apply to Councillors designated to act as Executive Mayor in terms of Section 56 (7) of the Structures Act;

3.3.1.3 A Councillor who has obtained a minimum of 20 (twenty) points on the following scale:

3.3.1.3.1 one point for each completed year (12 calendar months) served as a councillor;

3.3.1.3.2 two additional points for each completed year served as a chairperson of a portfolio/standing committee or as a member of the Mayoral Committee;

3.3.1.3.3 two additional points for each completed year served as the Mayor of any local government body prior to 5 December 2000.

3.3.1.3.4 two additional points for each completed year of service as the Mayor, Speaker, Chairperson of a Section 79 or Section 80 committee, member of the Mayoral committee or Chief Whip of the Sedibeng District Municipality subsequent to 5 December 2000

3.3.1.3.5 one point for each completed year (12 months) of service to communities through a non statutory organisation or body, prior to 1 February 1995. Such Councillors are to provide proof to the satisfaction of the Rules Committee of membership of the executive of such organisation or body by means of an affidavit or a letter from such organisation or body as proof of the actual number of years served, provided that this provision shall not apply to those councillors who had access to municipal elections prior to 1 February 1995.

3.3.2 Any serving Councillor who was at any time invested with the honorary title of Alderman by any disestablished local government body shall be deemed to be an Alderman of the Sedibeng District Municipality.

- 3.3.3 The title of Alderman is conferred for life, subject to the provisions of paragraph 3.3.5 of this Policy.
- 3.3.4 The recipient of the title of Alderman shall be issued with a suitable lapel badge and/or such other award as the Rules Committee in consultation with the Executive Mayor may decide, which shall be presented to the recipient at a special Council meeting.
- 3.3.5 The title of Alderman shall be removed by Council from a Councillor or an ex-Councillor in the event that:
- 3.3.5.1 Such person contravenes a provision of the Code of Conduct for Councillors as set out in Schedule 1 of the Systems Act, and is removed from office in terms of the Code;
  - 3.3.5.2 Such person is convicted of a criminal offence and is sentenced to imprisonment for a period of 12 months or more without the option of a fine;
  - 3.3.5.3 Such person acts in a manner unbecoming of the title of Alderman;
  - 3.3.5.4 Such person becomes an un-rehabilitated insolvent;
  - 3.3.5.5 Such person's integrity is compromised to such an extent that he/she is declared not to be fit and proper in terms of any legislation within the Republic of South Africa;
  - 3.3.5.6 The Rules Committee shall investigate any allegations relating to 3.3.5, and shall, subject to the provision of section 14 of Schedule 1 of the Systems Act, report to Council on the outcome of such investigation, such report to contain recommendations regarding the removal of the title of Alderman, where good cause is shown.

#### **3.4 THE MAYOR'S MEDAL**

- 3.4.1 The Mayor's Medal may be conferred annually by the Executive Mayor upon any person or association or group of persons that has rendered a meritorious service involving a high degree of dedication and sacrifice which is of lasting benefit to the

residents of Sedibeng, in any or more of the following categories:

- 3.4.1.1 Community Affairs
- 3.4.1.2 Social Affairs and Services
- 3.4.1.3 Cultural Affairs
- 3.4.1.4 Youth Affairs
- 3.4.1.5 Recreation and sport
- 3.4.1.6 Conservation
- 3.4.1.7 Economic Affairs
- 3.4.1.8 Extraordinary Bravery

3.4.2 The Office of the Executive Mayor shall cause a register to be kept of the names of all persons or associations or groups of persons upon whom this award has been conferred.

3.4.3 A person or association or group of persons upon whom the Mayor's Medal has been conferred shall receive a medal suitably inscribed, and an accompanying citation.

#### **4. GENERAL**

4.1 Any proposal for the conferment of any honour, except that of Alderman, may be lodged by any person, group of persons or organisation and shall:

- 4.1.1 be in writing;
- 4.1.2 indicate the honour sought to be bestowed;
- 4.1.3 include an adequate motivation; and
- 4.1.4 addressed to the Executive Mayor.

4.2 On receipt of the proposal, the Executive Mayor shall refer the proposal to the Rules Committee, which will be assisted by the Protocol Officer in the Office of the Executive Mayor in considering the proposal.

4.3 The Rules Committee will make recommendations to Council in accordance with the procedures set out in this Policy, except in the case of the Executive Mayor's medal, in which case the recommendation is submitted to the Mayor for final approval.

4.4 The decision to confer Civic Honours, except that of Alderman, may be made at any time and conferment shall take place at an annual Civic Awards Ceremony to be presided over by the Executive Mayor.

- 4.5 A resolution of Council to confer a Civic Honour shall be carried by an ordinary resolution of Council except for that of Freedom of Sedibeng which shall be carried by a unanimous vote at a special meeting of the Council.
- 4.6 The identity of the intended recipient of a civic honour and all the information contained in the proposal shall remain confidential until such person has in writing accepted the honour.
- 4.7 The Rules Committee shall not make a recommendation to Council that a proposal be rejected without the proposer first having been advised:
- 4.7.1 to withdraw his/her proposal and the reason for such advice; or
  - 4.7.2 to withdraw his/her proposal and to submit a new proposal in respect of the same person but proposing the conferment of some other civic honour and the reason for such advice.
- and he/she has refused or omitted to do so within a reasonable period.
- 4.8 If the proposer, upon receipt of the advice to withdraw the proposal, is of the view that the decision of the Rules Committee to act as such is unfair or unjustifiable, the proposer shall in writing within a period of ten days of receipt of such advice, request the Speaker to review the committee's decision.
- 4.9 The Speaker shall within 10 days of receipt of the proposer's representations and having applied his / her mind to the matter and consulted with stakeholders where necessary:
- 4.9.1 Uphold the Rules Committee decision not to make a recommendation to Council that the honour be conferred as proposed; or
  - 4.9.2 Overturn the Rules Committee decision and order that the proposal be accepted; or
  - 4.9.3 Refer the matter back to the Rules Committee for reconsideration.
- 4.10 Any nomination that is unsuccessful in any one year may again be resubmitted for consideration after the expiry of one year.



4.11 Where a resolution of Council conferring a civic honour upon any person has been duly carried as provided above, that person, if he / she is a living person, or in the case of a deceased person his / her immediate family, shall be approached in a confidential manner to ascertain whether he/she will accept such an honour and participate in the annual ceremony to confer civic honours.

4.12 The presentation ceremony for bestowing an honour on the President of the Republic of South Africa differs from the ceremonies where honours are conferred to other citizens, and officials arranging such event must adhere to all protocol rules governing such events.

## **5. RECOGNITION OF PREVIOUS CIVIC HONOURS**

Any Civic Honour bestowed prior to the implementation of this Policy by any Local Government body which is the predecessor-in-law of the Sedibeng District Municipality shall be deemed to have been granted in terms of this policy.

## **6. REVIEW**

This policy shall be reviewed annually or at such other time as the need may arise.

## **7. NAME**

This minute shall be referred to as the Conferment of Civic Honours Policy.