



**Theewaterskloof**

Municipality

# **CONFERRMENT OF CIVIC HONOURS POLICY**



## **CONFERMENT OF CIVIC HONOURS POLICY**

To provide for Civic Honours, the conferral thereof, the amendment of conferral of Civic Honours, and to provide for matters incidental thereto.

### **PREAMBLE**

**WHEREAS** section 156(5) of the Constitution of the Republic of South Africa, 1996 in general authorizes a municipality to execute any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions;

**WHEREAS** section 156(2) of the Constitution of the Republic of South Africa authorizes a municipality to make by-laws for the effective administration of the matters which it has the right to administer;

**WHEREAS** it is desirable to take into consideration and recognize persons for exceptional achievements or the rendering of exceptionally meritorious service in the interest of the municipality; and

**WHEREAS** this needs to be done in an orderly manner;

Be it therefore, enacted by the Council of the Theewaterskloof Municipality.

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## 1. DEFINITIONS

**Council** – means the Municipal Council of Theewaterskloof established in terms of Section 18 of the Local Government: Municipal Structures Act, No. 117 of 1998.

**Councillor** – means a member of the Municipal Council of Theewaterskloof Municipality.

**Executive Mayor** – means a councillor elected as executive mayor in terms of Section 55 of the Municipal Structures Act, No. 117 of 1998.

**Executive Mayoral Committee** – means the committee appointed by the executive mayor in terms of section 60 of the Local Government: Municipal Structures Act, No. 117 of 1998 to assist him/her.

**Municipality** – means the Theewaterskloof Municipality established in terms of Section 12 of the Local Government: Municipal Structures Act, 117 of 1998 by Provincial Notice 493 dated 22 September 2000 (PN 493/2000)

**Municipal Manager** – means the Municipal Manager of the Theewaterskloof Municipality appointed in terms of Section 54A of the Local Government: Municipal Systems Amendment Act, No.3 of 2022.

## 2. CIVIC HONOURS

- (1) The following honours may be conferred by the Theewaterskloof Municipality:
  - (a) freedom of the Theewaterskloof Municipality;
  - (b) signing of the civic honours book
  - (b) honorary citizenship of the Theewaterskloof Municipality;
  - (c) aldermanship;
  - (d) a Council commendation certificate;
  - (e) Mayor's medal for community service
- (2) The Executive Mayor is the patron of the Civic Honours as described in terms of this Policy.
- (3) The Executive Mayor, or any other Councillor may apply in writing to the Municipal Manager, with a full motivation, for the conferral or annulment of Civic Honours in terms of this Policy. The Municipal Manager will in turn refer an item to Council for consideration of the request.

### **3. CONFERRAL OF CIVIC HONOURS**

The Executive Mayor, after a unanimous decision by Council, may confer Civic Honours on any person and may confer a civic honour posthumously. If a unanimous decision cannot be reached, the Executive Mayor will have the final say.

### **4. ANNULMENT OF CONFERRAL OF CIVIC HONOURS**

The Executive Mayor, if approved by the majority of Council, may annul the conferral of a Civic Honour if the recipient performs any action or behaves in a manner that constitutes bringing the Theewaterskloof Municipality into disrepute, or otherwise has become unworthy of the Civic Honour concerned.

### **5. CRITERIA FOR THE CIVIC HONOUR: FREEDOM OF THE THEEWATERSKLOOF MUNICIPALITY**

- (1) The Freedom of the Theewaterskloof Municipality shall be conferred:
  - (a) on a non-resident person or organization, if council deems such a person or organisation worthy of this honour;
  - (b) if supported by a majority of members present at the meeting of Council.
- (2) The Freedom of the Theewaterskloof Municipality shall not be bestowed on an active politician.
- (3) The following privileges are awarded to the recipient of the Freedom of the Theewaterskloof Municipality:
  - (a) the provision of a special parking space in the municipal parking lot on prior arrangement;
  - (b) the provision of council agendas in electronic format if requested;
  - (c) the recipient is placed on the municipal invitation lists;
  - (d) reservation of a seat at Council Meetings if requested;
  - (e) issuing of a Honourary certificate.

### **6. CRITERIA FOR THE CIVIC HONOUR: SIGNING OF THE CIVIC HONOURS BOOK**

- (1) The honour of signing the Civic Honours Book shall be conferred:
  - (a) on any living or in memory of any deceased resident or former resident of Theewaterskloof in recognition of his/her lengthy and purposeful public service to Theewaterskloof in the fields of social, community or civic interest.

- (b) The recipient of this civic honour will be invited to inscribe his/her name against a citation of his/her achievements in the Civic Honours Book.
- (c) The Office of the Executive Mayor shall be responsible for compiling and maintaining the Civic Honours Book recording the names of recipients of this civic honour together with the citation of his/her achievements which shall be signed by the recipient or the next of kin of a deceased recipient, at the annual ceremony to confer Civic Honours.
- (d) The recipient of this honour shall receive an address in the form of a copy of the appropriate citation in the Civic Honours Book and in the case of a deceased person such presentation shall be made to his/her next of kin.

## **7. CRITERIA FOR THE CIVIC HONOUR: HONOURARY CITIZENSHIP**

- (1) Honourary citizenship of the Theewaterskloof Municipality shall be conferred:
  - (a) on a person of national or international stature residing in Theewaterskloof for a period of at least 25 years, when Council deems such a person worthy of this honour;
  - (b) if supported by a majority of members present at the meeting of Council.
- (2) Honourary citizenship will not be bestowed upon an active politician.
- (3) The following privileges are awarded to the recipient of the Freedom of the Theewaterskloof Municipality:
  - (a) the provision of a special parking space in the municipal parking lot on prior arrangement;
  - (b) the provision of council agendas in electronic format if requested;
  - (c) the recipient is placed on the municipal invitation lists;
  - (d) reservation of a seat at Council Meetings if requested;
  - (e) issuing of a Honourary certificate.

## **8. CRITERIA FOR THE CIVIC HONOUR: ALDERMANSHIP**

- (1) Aldermanship shall be conferred on serving councillors of Theewaterskloof Municipality as follows:
  - (a) Any councillor becomes an Alderman upon election into the offices of Executive Mayor, Executive Deputy Mayor or Speaker of Council.
  - (b) Any other councillor who obtains a minimum of ten (10) points on the following scale:

- (i) one (1) point for each year served as a councillor at one or more municipalities and it need not be consecutive.
  - (ii) Two (2) additional points for each year as a member of the Executive Mayoral Committee.
  - (iii) Two (2) additional points for each year as an Executive Mayor, Executive Deputy Mayor or Speaker.
- (2) The following privileges are associated with Aldermanship status:
- (a) the provision of a special parking space in the municipal parking lot on prior arrangement;
  - (b) the provision of agendas even postretirement in electronic format;
  - (c) retaining the Alderman on the municipal invitation lists;
  - (d) reservation of special seats at Council Meeting should a councillor so wish;
  - (e) issuing of an Honourary certificate.
- (3) Any serving Councillor who is the of the opinion that he/she qualifies for Aldermanship, should inform the Municipal Manager in writing and must substantiate such a claim with the necessary documentation.

Upon receipt of all the relevant information, the Municipal Manager shall make a recommendation to Council.

#### **9. CRITERIA FOR THE CIVIC HONOUR: COUNCIL COMMENDATION CERTIFICATE**

- (1) The Council's commendation certificate shall be conferred:
- (a) on a resident of Theewaterskloof Municipality, when Council deems such a person worthy of this honour;
  - (b) if supported by a majority of members present at the meeting of Council.

#### **10. CRITERIA FOR THE CIVIC HONOUR: MAYOR'S MEDAL FOR COMMUNITY SERVICE**

- (1) The mayor's medal shall be conferred annually:
- (a) on any person or association or group of persons that has rendered voluntary community service with a high degree of dedication and sacrifice Theewaterskloof in any or more of the following categories:
    - (i) Community and Social Development
    - (ii) Youth Affairs
    - (iii) Cultural Affairs, Sport and Recreation
    - (iv) Conservation
    - (v) Economic Affairs
    - (vi) Extraordinary Bravery

- (b) A person or association or group of persons on whom this civic honour has been conferred shall receive a medal accordingly inscribed, and an accompanying citation.
- (c) The Office of the Executive Mayor shall be responsible for maintaining the register of recipients on whom this award has been conferred.

## **11. CONFERRAL CEREMONY**

- (1) A conferral ceremony, in the form of a special council meeting, will be held annually during the first week of December.
- (2) The date for the conferral ceremony for the awarding of Aldermanship to the Councillors will be determined by the Speaker.
- (3) The Offices of the Executive Mayor and Municipal Manager in consultation with the Speaker will be responsible for coordinating the logistics of the ceremony.
- (4) In respect of subsection 2, due regard must be given to the provisions of the Theewaterskloof Municipality: Cost Containment Policy.

## **12. GENERAL**

- (1) Members of the public and organisations may submit nominations for the conferral of any civic honours, except that of Alderman, to the Office of the Executive Mayor and shall:
  - (a) be in writing;
  - (b) indicate the civic honour to be conferred; and
  - (c) include adequate motivation.
- (2) The Executive Mayor after consultation with the Municipal Manager shall refer the nomination to the Executive Mayoral Committee.
- (3) The Executive Mayoral Committee shall make recommendations to the Council in line with the provisions of this Policy. This does not include the mayor's medal; in which case the Executive Mayor will make the final decision.
- (4) After Council has approved the conferral of a civic honour, the recipient or his/her next of kin in the case of a deceased person, shall be approached in a confidential manner to ascertain their acceptance or refusal of the bestowed civic honour and to participate in the ceremony to confer civic honours.

### **13. SHORT TITLE AND COMMENCEMENT**

This Policy shall henceforth be known as the Theewaterskloof Municipality: Conferment of Civic Honours Policy and takes effect on the date Council resolves to adopt it.