

BREEDE VALLEY MUNICIPALITY



CONFERMENT OF CIVIC HONOURS POLICY

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BREDE VALLEY MUNICIPALITY

POLICY RELATING TO THE CONFERMENT OF CIVIC HONOURS

1. DEFINITION

In this Policy:

“Alderman” means the historical title which is derived from the Anglo-Saxon position of ealdorman, literally meaning “elder man”;

“Committee” means the Mayoral Committee of Council or any Committee appointed by Council who shall lay down the guidelines for the conferment of Civic Honours on appropriate candidates and to make recommendations to Council and the Mayor for the conferment of Civic Honours;

“Council” means the Council of Breede Valley Municipality;

“Local Government” means any institution or body contemplated in Section 84(1)(f) of the Provincial Government Act, 1961 (Act No. 32 of 1961), and includes:

- a) any Local Authority as defined in Section 1(1) of the Black Local Authorities Act, 1982 (Act No. 102 of 1982);
- b) any local government body established by virtue of the provisions of Section 30(2)(a) of the Black Administration Act, 1927 (Act No. 38 of 1927), or anybody performing local government functions under the laws referred to in Section 15(1) of this Act;
- c) a board of management or board referred to in Section 1 of the Rural Areas Act (House of Representatives), 1987 (Act No. 9 of 1987);
- d) any Committee referred to in Section 17 of the Promotion of Local Government Affairs Act, 1983 (Act No. 91 of 1983);
- e) any local Council established under Section 2 of the Local Councils Act (House of Assembly), 1987 (Act No. 94 of 1987);
- f) the Local Government Affairs Council established by Section 2 of the Local Government Affairs Council (House of Assembly), 1989 (Act No. 84 of 1989);
- g) any regional service council established under Section 3 of the Regional Services Councils Act, 1985 (Act No. 109 of 1985);
- h) any joint decision-making body, joint local authority or single local authority referred to in paragraphs (c), (e) and (f) of Section 8 of the Interim Measures

for Local Government Act, 1991 (Act No. 128 of 1991), and established by proclamation issued under that Act; and

- i) any other local government body established by or under any law in force in an area which forms part of the National territory referred to in Section 1 of the Constitution;

“Mayor” means the Executive Mayor of Breede Valley Municipality;

“Mayoral Committee” means the Executive Mayor of Breede Valley Municipality;

“Military Unit” means a unit of one of the branches of the South African Defence Force and includes an identifiable unit or section of one of the branches of the South African Police Force, and “Unit” shall have the same meaning; and

“Municipality” means Breede Valley Municipality as well as the erstwhile Municipalities of Breede Valley, being De Doorns, Rawsonville, Touws River and Worcester, as well as any local government body as defined herein.

2. CIVIC HONOURS

The following Civic Honours may be bestowed by the Council and the Mayor of the Breede Valley Municipality:

- 2.1. FREEDOM OF THE TOWN;
- 2.2. SIGNING OF THE CIVIC HONOURS BOOK;
- 2.3. HONORARY TITLE OF ALDERMAN;
- 2.4. FREEDOM OF ENTRY INTO THE TOWN; and
- 2.5. THE MAYOR'S MEDAL FOR COMMUNITY SERVICE.

3. CRITERIA FOR CONFERMENT OF CIVIC HONOURS

3.1. FREEDOM OF THE TOWN

3.1.1. The Council may by a supporting vote of the majority of members present at any meeting of the Council, resolve to admit to the Honorary Freedom of the Town:

- 3.1.1.1. any person of distinction;
- 3.1.1.2. any person who has rendered eminent service to the Town;
or
- 3.1.1.3. any Military Unit.

3.1.2. A person or a Military Unit upon whom the Freedom of the Town has been conferred shall be recorded as having been granted the “Freedom of the Town”;

3.1.3. A person/unit upon whom the Freedom of the Town has been conferred shall receive an address suitably inscribed and presented; and

3.1.4. The Office of the Mayor shall record the names, designations and signatures of persons/units admitted to the Freedom of the Town and such a register shall be known as the "Book of Honorary Freedom of the Breede Valley Municipality".

3.2. SIGNING OF THE CIVIC HONOURS BOOK

3.2.1. The honour of inviting a person to sign or of inscribing his/her name against a citation of his/her achievements in a book to be called the "Civic Honours Book" may be conferred upon a living person or in memory of a deceased person who is or was a citizen of Breede Valley and who deserves recognition for his/her lengthy and purposeful public service to Breede Valley in any field of social, community or civic interest;

3.2.2. The Civic Honours Book shall be compiled and maintained by the Office of the Mayor, and the following shall be recorded therein, the name of each person upon whom this honour has been conferred together with the 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 annual ceremony to confer Civic Honours; and

3.2.3. A person upon whom has been conferred the honour of being invited to sign his/her name in the Civic Honours Book 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.

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 governmental bodies within the Republic of South Africa for a total period of 20 years or more, provided that the term of office need not be consecutive and includes any term of office prior to 1 February 1995, being the date of commencement of the pre-interim phase of the local government transition;

- 3.3.1.2. A Councillor of the Municipality of Breede Valley upon the assumption and occupation of the Office of Mayor for a continuous period in excess of 3 years (36 calendar months) provided that this provision does not apply to the position of Acting Mayor;
- 3.3.1.3. A Councillor who obtains 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 on any local governmental body;
 - 3.3.1.3.2. one additional points for each completed year served as a Chairperson of a Portfolio/Standing Committee or as a member of the Executive Mayoral Committee of any local governmental body prior to 5 December 2000;
 - 3.3.1.3.3. two additional points for each completed year served as the Mayor of any local governmental body prior to 5 December 2000;
 - 3.3.1.3.4. one additional points for each completed year of service as the Deputy Mayor, Speaker, member of the Executive Committee/Mayoral Committee or Chief Whip of the Council of the Breede Valley Municipality subsequent to 5 December 2000;
 - 3.3.1.3.5. one point for each completed year (12 months) of service to communities via a non-statutory organisation or body, prior to 1 February 1995. Such Councillors to provide proof to the satisfaction of the Municipal Manager 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 year served, provided that this provision shall not apply to those Councillors who had access to municipal elections prior to 1 February 1995; and
 - 3.3.1.3.6. one additional point for each completed year service as Chairperson of a Portfolio Committee for being a member of the Executive Mayoral Committee.
- 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 Breede Valley Municipality;

- 3.3.3. The title of Alderman is conferred for life, subject to 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 or medal with neck ribbon which shall be presented to the recipient at a Council or Special Council Meeting;
- 3.3.5. The title of Alderman shall be removed by the Council from a Councillor or an ex-Councillor when:
 - 3.3.5.1. such person is convicted of a criminal offence and sentenced to more than 12 months imprisonment without the option of a fine;
 - 3.3.5.2. the actions of such Councillor brings the Council into disrepute; and
 - 3.3.5.3. a Councillor has acted in a manner unbecoming the holder of the title of Alderman.
- 3.3.6. The Executive Mayoral Committee shall investigate and report to Council all instances where good cause is shown for the removal of the title of Alderman.

3.4. FREEDOM OF ENTRY INTO THE TOWN

- 3.4.1. The Freedom of Entry into the Town may be conferred upon a Military Unit to afford recognition of:
 - 3.4.1.1. a long standing association which has existed between that Unit and Breede Valley; and
 - 3.4.1.2. outstanding service rendered by such Unit to the Republic and to Breede Valley.
- 3.4.2. A Military Unit upon which the Freedom of Entry into the Town has been conferred shall:
 - 3.4.2.1. receive an address suitably inscribed and presented; and
 - 3.4.2.2. have the right, privilege, honour and distinction of marching through the streets of Breede Valley on all ceremonial and other occasions with swords drawn, bayonets fixed, drums beating and colours flying.

3.5. THE MAYOR'S MEDAL

- 3.5.1. The Mayor's Medal may be conferred annually by the Mayor upon any person or association or group of persons that has rendered meritorious voluntary community service involving a high degree of

dedication and sacrifice which is of lasting benefit to the residents of Breede Valley, in any or more of the following categories:

- 3.5.1.1. Community Affairs;
- 3.5.1.2. Social Affairs and Services;
- 3.5.1.3. Cultural Affairs;
- 3.5.1.4. Youth Affairs;
- 3.5.1.5. Recreation and Sport;
- 3.5.1.6. Conservation;
- 3.5.1.7. Economic Affairs; and
- 3.5.1.8. Extraordinary Bravery.

3.5.2. The Office of the 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; and

3.5.3. A person or association or group of persons upon whom the Mayor's Medal had 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 or organisation and shall:

- 4.1.1. be in writing;
- 4.1.2. indicate the honour to be bestowed;
- 4.1.3. include adequate motivation; and
- 4.1.4. be lodged with the Mayor.

4.2. On receipt of a proposal, the Mayor shall refer the proposal to the Mayoral Committee who will be assisted by the official responsible for protocol in the Municipality;

4.3. The Mayoral Committee will advise the Mayor on the proposals. The Mayor will make recommendations to Council in accordance with the procedures set out in the Policy, except in the case of the 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 shall be conferred at a Special or Normal Meeting of Council as determined by the Speaker. It is preferable that Civic Honours be conferred at Special Council Meetings arranged exclusively for that purpose;

- 4.5. The resolution of the Council to confer a Civic Honour shall be carried by an ordinary resolution of Council by a supporting vote of the majority of the members present at the meeting of the Council;
- 4.6. Until such time as the candidate upon whom it is intended to confer a Civic Honour has indicated a willingness to accept the award in writing or verbally, in which case the acceptance must be confirmed by means of an affidavit, the identity of the candidate and any other information contained in the proposal shall remain confidential; provided that the Committee shall not recommend the rejection of any proposal unless the proposer has first been advised by the Committee to:
 - 4.6.1. withdraw his/her proposal; or
 - 4.6.2. 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 he/she has refused or omitted to do so within a reasonable period.
- 4.7. Any nomination that is unsuccessful in any one year may again be resubmitted for consideration after the expiry of one year;
- 4.8. Where a resolution of Council conferring Civic Honour upon any person has been duly carried as provided above, that person, if he is a living person, or, in the case of a deceased person, his immediate family, shall be approached in a confidential manner to ascertain whether he/she will accept such honour and participate in the annual ceremony to confer Civic Honours;
- 4.9. A request for granting of Freedom of Entry shall be made to the Mayor by or with the concurrence of the Officer commanding such Unit;
- 4.10. If, pursuant to a recommendation by the Committee, Council passes a resolution to confer the Freedom of Entry into the Town upon a Military Unit, the Mayor shall advise the Chief of the South African Defence Force or the Provincial Commissioner of Police, as the case may be, of that resolution and request consent for such conferment; and
- 4.11. If the appropriate consent is given for the conferment of the Freedom of Entry into the Town upon the Military Unit, all arrangements relating to such conferment shall be made in accordance with protocol attached to such Unit.

5. STAFF

Recognition of long and/or outstanding service among the Municipality's staff rests with the Mayor and the Municipal Manager.

6. RECOGNITION OF PREVIOUS CIVIC HONOURS

Any Civic Honour bestowed prior to the implementation of this Policy by any local government body who is the predecessor in law of the Breede Valley Municipality, shall be deemed to have been granted in terms of this Policy.