



POLICY RELATING TO THE CONFERMENT OF CIVIC HONOURS

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1. PURPOSE

To recognize achievements and service by individuals, teams or groups who, through their efforts and/or accomplishments, have enhanced the image of, or made significant contribution to the community of Sedibeng District Municipality.

2. DEFENITIONS

In these guidelines:

“Alderman” “Aldersperson”	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;
“Coaching”	Means a minimum five years in active coaching
“District”	Means the geographical area of jurisdiction of Sedibeng District Municipality including the areas of Emfuleni, Midvaal and Lesedi Local Municipality;
“Executive Mayor”	Means the Executive Mayor of Sedibeng District Municipality 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;
“Individual Event”	Means a single activity contest
“Individual Competition”	Means a multiple activity contest made up of more than one event.

“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, inter alia, nominations for conferment of Civic Honours;
“Speaker”	Means the Chairperson of Council duly elected in terms of Section 36 of the Structures Act.
“Selection Committee”	Means a committee made up of a small number of members appointed to deal with the nomination process.
“Team event”	A single activity contest with two or more participants.
“Team Competition”	A multiple activity contest with two or more participants made up of more than one event
“Volunteer”	a Person who provides a service for which no salary is paid, but who may recover out of pocket expenses

3. CIVIC HONOURS

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

3.1 FREEDOM OF THE CITY

3.2 SIGNING OF THE CIVIC HONOURS BOOK

3.3 HONORARY TITLE OF ALDERMAN

3.4 FREEDOM OF ENTRY INTO THE CITY

3.5 THE MAYOR’S MEDALS

3.6 THE MAYOR'S SPECIAL AWARD/ COMMUNITY SERVICE

4. CRITERIA FOR CONFERMENT OF CIVIC HONOURS

4.1 FREEDOM OF THE CITY

Criteria

- a) The Council may by unanimous resolution admit to the Honorary Freedom of the City:
 - any person of distinction;
 - any person who has rendered eminent service to the Sedibeng District, or the Nation.
- b) A person upon whom the Freedom of the City has been conferred shall be known as an "Honorary Freeman of the City".
- c) The Office of the Mayor shall record the names, designations and signatures of persons admitted to the Freedom of the City and such a register shall be known as the "*Book of Honorary Freedom of the Sedibeng District*".

4.2 SIGNING OF THE CIVIC HONOURS BOOK

Criteria

- a) 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 Sedibeng District and who deserves recognition for his/her lengthy and purposeful public service to Sedibeng District in any field of social, community or civic interest.
- b) The Civic Honours Book shall be compiled and maintained by the Office of the 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 annual ceremony to confer Civic Honours.

4.3 HONORARY TITLE OF ALDERMAN

Criteria

- a) The title of Alderman shall be conferred upon a councillor who has served on one or more local government bodies within the Republic of South Africa for a total period of 10 years or more, provided that the terms of office are consecutive and include any term of office prior to 1 February 1995, being the date of commencement of the pre-interim phase of local government transition;
- b) A Councillor of the District Municipality upon the assumption of the Office of the Mayor provided that this provision does not apply to the position of Acting Mayor;
- c) A Councillor who obtains a minimum of 20 (twenty) points on the following scale:
 - one point for each completed year (12 calendar months) served as a councillor on any local government body
 - two additional points for each completed year served as a chairperson of a portfolio/standing committee or as a member of the executive committee of any local government body prior to 5 December 2000.
 - two additional points for each completed year served as the Mayor of any local government body prior to 5 December 2000.
 - two additional points for each completed year of service as the Deputy Mayor, Speaker, Chairperson of a sub-council, member of the executive committee/mayoral committee or Chief Whip of the Sedibeng District Municipality subsequent to 5 December 2000

- 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 years served, provided that this provision shall not apply to those councillors who had access to municipal elections prior to 1 February 1995.
- d) 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 Sedibeng District Municipality.
- e) The title of Alderman is conferred for life, subject to this Policy.
- ❖ 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 special council meeting.
 - ❖ The title of Alderman shall be removed by the Council from a councillor or an ex-councillor when:
 - ❖ such person is convicted of a criminal offence and sentenced to more than 12 months imprisonment without the option of a fine;
 - ❖ the action of such councillor brings the Council into disrepute;
 - ❖ A Councillor has acted in a manner unbecoming the holder of the title of Alderman;
 - ❖ The Rules Committee, a special Committee established in terms of clause 14 of the Code of Conduct for Councillors of the Local Government Municipal Systems Act, 2000, shall investigate and report to Council all instances where good cause is shown for the removal of the title of Alderman.

3.4 THE MAYOR'S MEDAL

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 Sedibeng, in any or more of the following categories:

ACHIEVEMENT IN THEATER – FINE AND PERFORMING ART AWARD

To recognize an individual or group gaining local acceptance or recognition of outstanding achievement in one or more of the arts. The recognition may be for:

- a specific achievement
- a series of accomplishments over time.

It is the intent of this award to recognize individuals and groups of individuals as opposed to institutions, organizations or programs in which they may be participating.

Criteria

- a) Arts : For the purpose of this award, includes literary, visual, musical, performing, film, video, and architectural arts, or other artistic categories.
- b) Group: - two or more individuals assembles together and have some common purpose
- c) Candidates may hold amateur or professional status; however the achievement must have enhanced the image of the community of Sedibeng District.
- d) Candidates may be consider for this award in the year immediately following the year in which the specific achievement occurred or in recognition of a series of accomplishments over time.
- e) Nominations shall be considered on the basis of acceptance or recognition of outstanding achievement in one or more of the arts.
- f) There is no limit to the number of awards that may be presented in this category in a given year.

INDIVIDUALS WITH DISABILITIES AWARD

This award acknowledges a person with a disability who has made a noteworthy contribution to the community.

Criteria

- a) The nominee has made a significant contribution to the community of Sedibeng District in their chosen field of endeavour.
- b) The nominee has a proven track record of active community involvement.
- c) The contribution made by the nominee has resulted in improvement of the Sedibeng Community or individuals within it.

THE CHAMPION AWARD

The champion award acknowledge a person with or without a disability who has been an advocate for the rights and well-being of people with a disability

Criteria

- a) The nominee has a track record of being a champion for the rights of people with disability
 - b) The nominee promotes or advances a greater understanding of people with disability
 - c) The contribution made by the nominee has resulted in improving conditions/services/well-being/understanding of individuals or groups of people with a disability.
1. Citizenship
 2. Youth Award

SPORT AWARD

Criteria

- a) Candidates may have been competed at an amateur or professional level.
- b) Candidates shall be considered for an award in the year immediately following the year in which the achievement and

performance occurred. Nominations for a specific achievement will not be considered in any other year.

- c) Nominations shall be considered only on the basis of standing in an event or competition as opposed to achievement or service to the sport.
- d) There is no limit to the number of awards that may be presented in this category in a given year.
- e) Achievement must have enhanced the image of the community of Sedibeng District
- f) There is no age limit for this category.

Sport Categories

Individual Event :

- Candidates shall be considered for an award if they have competed well at an event or competition.

Team Event

- A team shall be considered for an award if they have placed high or competed well in an event or competition.

Coaching :

- A coach shall be considered for an award if he/she has a minimum of five years coaching experience.

CITIZENSHIP AWARD

The purpose of this award is to recognize the

- distinguished voluntary service which has had a significant impact in the community of Sedibeng District; and
- Voluntary Service over a minimum of five(5) years, which has an identifiable benefit to the community of Sedibeng

Criteria

- a) Candidates shall be individuals
- b) A maximum of twenty awards will be presented in this category in a given year
- c) Distinguished voluntary service shall be identified as having a significant impact in the community of Sedibeng
- d) Voluntary service shall be for a volunteer work which has an identifiable benefit to the community of Sedibeng District.
- e) The five (5) year of voluntary service shall be continuous and may have occurred with more than one organization in Sedibeng District.

YOUTH AWARD

The purpose of this award is to recognizing an individual 19 or younger.

Criteria

- a) Candidates shall be individuals
- b) Candidates must be 19 years or younger.
- c) Candidates contributed a positive impact within the community, locally, provincially, or nationally, through a personal or individual commitment or within an organisation.
- d) The length of this service should be no less than over the course of one year. It may be through a series of acts over time or one individual act of service.

TOURISM AWARD

There are a total of eight categories of awards to be presented in tourism.

- i. Accommodation
- ii. Restaurants
- iii. Tourist Attraction/products
- iv. Nightspot
- v. Shopping Mall
- vi. Tour Operator
- vii. Print Media (Megazine)
- viii. Excellent Front liner

Criteria

a) Accommodation

This award is for hotels/guest houses located in Sedibeng region that fall within the above categories and have been judged to provide the level of excellence in services and facilities for the guests

b) Restaurant

The Restaurant category will look at showcasing signature skills amongst restaurants in a variety of segments as well as their individual efforts in enhancing the reputation of Sedibeng. The contest will encourage not only creative cooking also the new exciting dining trends, but also emphasize on their particular contribution in promoting Sedibeng as and tourist destination.

c) Tourist Attraction/product

This award will be presented to the tourist attraction/product that has achieved the highest level of excellence in providing a unique and exciting tourism experience. Judging criteria would encompass why is the venue attractive to tourist, its attributes and customer services well as marketing effectiveness including its contribution to raising Sedibeng's image.

d) Evening Entertainment

This award is for the evening entertainment that provides an all-round entertainment experience for guests. The recipients of the award would have created a unique concept or theme for their establishment while maintaining the right ambience and high level of customer service. Emphasis will also be put on the establishment's ability to promote Sedibeng's as the best night out city.

e) Shopping Mall

This award is for the shopping and retail centres that offer shoppers a holistic experience and contribute towards making Sedibeng a very trendy shopping haven. The Malls design, retail mix, operational and marketing excellence will also be considered.

f) Tour Operator

This award is presented to the tour operator that has contributed the most number of tourist arrivals and stay in Sedibeng region. The

efforts made to encourage tourist to make Sedibeng their holiday destination of choice will also be taken into consideration.

g) Print media

This award goes to the magazine or newspaper that promotes Sedibeng region as a preferred tourist destination by highlighting tourism products and services, as well as special events, which take place in Sedibeng region.

h) Excellent Front Liner

This award goes to the most outstanding front line personnel who have gone over and above their call of duty to provide outstanding service to ensure a memorable experience. Examples of such front liner would include tour guides, waiters, taxi driver's front desk personnel, information counter staff and the like.

COMMUNITY SAFETY AWARD

Nominations are open to non profit groups and organisations that provide services in the Sedibeng region. These groups may be schools, service clubs i.e. Rotary and Lions, Police, Fire Brigades, health services, community and volunteers groups.

Criteria

The Community Safety Award will acknowledge a group or organisation that has made a substantial contribution to crime prevention or neighbourhood safety. Nominations will be scored on the five separate criteria below:

- The project/event/activity occurred during the past 12 months
- The project/event/activity used a degree of innovation
- There is evidence of benefits to local residents
- The project/event/activity contributes to crime prevention, neighbourhood safety or reduces the fear of crime
- The project/event/activity encourages partnerships

WOMENS AWARD

This award pays tribute to exceptional women who have not only achieved success in their respective fields but who have made a tangible difference in communities and society as a whole.

Criteria

This award focus on the character of the individual, her ability and achievements and how her work impacts on the problems of her society. The work of these women must be significant in terms of creating a better future. I

- Leads other to understand & respect self
- Promotes peace & equality
- Promotes respect for diversity within community
- A committed volunteer, or goes beyond job responsibilities
- Demonstrates a concern about the future generations in special ways.

3.5 MAYORS SPECIAL AWARD FOR COMMUNITY SERVICE

To recognize an individual, whose service or achievement at the local, provincial, national or international level has been of singular significance, has enhanced the image of the community of Sedibeng District Municipality, and whose accomplishment are not adequately described within the framework of the other criteria of Mayoral awards.

Criteria

- a) Nominations shall be individuals who have demonstrated any of the following:
- Humanitarianism
 - Exceptional achievement in a profession
 - An act of heroism or bravery

This award is the exclusive prerogative of the Mayor.

4. NOMINATION

- Nominations are the responsibility of the public, any person or organisation can submit a nomination
- The nomination must be in writing on the prescribed application form. (See annexure B)

5. PROCESS:

- A selection Committee of five members is appointed each year by the Mayor's office. It acts as a jury and is responsible for selecting the winners in all categories. The Selection Committee is an independent body whose decisions are final.
- In the case of candidate(s) for the Mayor's Special Award, the selection Committee shall seek ratification by the Mayor.
- The Selection Committee reserves the right to assign a nomination to an alternate category provided the nominator agrees to the reassignment.
- Award presentations will be made at a ceremony to be conducted annually at the Sedibeng District Municipality.
- The Office of the Mayor shall cause a register to be kept of the names of all persons or associations or a group of persons upon award has been conferred.
- 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.
- The decision to confer Civic Honours, except that of Alderman may be made at any time and shall be conferred at an annual Ceremony to be presided over by the Mayor.
- A resolution of the Council to confer a Civic Honour, shall be carried by an ordinary resolution of Council except for that of Freedom of the City

which shall be carried by a unanimous vote at a special meeting of the Council.

- 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 withdraw his/her proposal; or
 - 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; or
 - to recommend for consideration of recognition by a Subcouncil,

and he/she has refused or omitted to do so within a reasonable period.

- Any nomination that is unsuccessful in any one year may again be resubmitted to consideration after the expiry of one year.

Where a resolution of Council conferring a 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.

- **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 Sedibeng District shall be deemed to have been granted in terms of this policy.

SEDIBENG DISTRICT MUNICIPALITYS MAYORAL AWARD
NOMINATION FORM

NOMINEE'S CONTACT DETAIL :

NAME : _____

SURNAME : _____

TEL HOME : _____

TEL OFFICE : _____

CELL PHONE : _____

FAX : _____

EMAIL ADDRESS : _____

HOME ADDRESS : _____

POSTAL ADDRESS : _____

WORK ADDRESS : _____

NOMINEES HOME LANGUAGE : _____

OTHER LANGUAGES : _____

MY CONTACT DETAIL (NOMINATOR)

NAME : _____

SURNAME : _____

TEL HOME : _____

TEL OFFICE : _____

CELL PHONE : _____

FAX : _____

EMAIL ADDRESS : _____

HOME ADDRESS : _____

WHERE DID YOU HEAR ABOUT THE AWARD : _____

IS THE NOMINEE AWARE OF THIS NOMINATION YES OR NO _____

AWARD CRITERIA

- **Strength and determination**
The nominee must have achieved her/his goals despite and against all odds and have the strength to overcome the greatest of obstacles, resolve problems and be determined to attain a positive outcome
- **Adaptability and humanity**
It must be a characteristic of the nominee to adapt fast and efficiently to changing circumstances while being steered by a value system that treasures the reality that a person is only a person through other people.
- **Vision and Modesty**
The nominee must have a broader vision of the challenging society in which we live in. She/he must also show modesty and rather than boasting must prefer to understated and not be very vocal about achievements.
- **Leadership**
A nominee in this award must have the leadership ability to affect human behaviour to accomplish a mission and must be capable of influencing people to achieve set goals.
- **Integrity**
The nominee must live according to values, beliefs and principles that shape the future for the better. A nominee for the award must subscribe to actions of integrity.

AWARD CATEGORIES

THE MAYOR'S MEDALS

1. Achievement in theatre – fine and performing art award
2. Individuals with disabilities award
3. The champion award
4. Sport award
5. Citizenship award
6. Youth award
7. Tourism award
8. Community safety award
9. Women's award

FREEDOM OF THE CITY

SIGNING OF THE CIVIC HONOURS BOOK

Reference No _____

PLEASE COMPLETE THIS SECTION IN FULL

I would like to nominate _____

In the following category: _____

Why have you chosen your nominee? Tell us about the character and ability?

Tell us about the projects/role from the start to what she has achieved to date?

What motivated her/him to follow this particular line of work?

How does her/his work influence the problems of society and how is it significant in terms of creating a better future?

What are her/his goals and aspirations for the future? How does she/he her work going forward?

What makes her/him a role model and leader?

Why should your nominee be a winner in this award?
