



DRAFT POLICY FRAMEWORK ON RUSTENBURG LOCAL MUNICIPALITY HONOURS

PURPOSE

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

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

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1. DEFINITIONS

1.1. Council- means the political structure of Rustenburg Local Municipality

1.2. Rustenburg Local Municipality- means a municipality established by North West Provincial Gazette No 5574 dated 29 September 2000 in terms of Section 12 of the Municipal Structures Act, Act 117 of 1998.

1.3. Municipal Manager- means a person appointed in terms of section 82 of the Municipal Structures Act

1.4. Councillor- means a member of the Municipal Council of Rustenburg Local Municipality.

2. MUNICIPAL HONOURS

- 1) The following are Honours shall be conferred by the municipal council for Rustenburg Local Municipality:
 - a) freedom of the City of Rustenburg;
 - b) honorary citizenship of the City of Rustenburg;
 - c) naming of the streets/ and roads of the municipality
 - d) Aldermanship certificate;
 - e) a Council's commendation certificate;
 - f) a Mayor's commendation certificate; and
 - g) certificate for long or outstanding service with the Council
- 2) For exceptional achievement and/or for performing an act of bravery within the Municipal area of Rustenburg, the municipality may confer Rustenburg Gold Medal to the deserving recipient.
- 3) The Executive Mayor will be the patron of the Municipal Honours as described in clause (1) and (2).

3. CONFERRAL OF MUNICIPAL HONOURS

The Mayor, after approval of Council may confer Municipal Honours on any person or organisation and may make a posthumous conferral of a Municipal Honour.

4. ANNULMENT OF CONFERRAL OF MUNICIPAL HONOURS AND MEDALS

- 1) Mayor, after approval of Council may annul the conferral of a Municipal Honour if the holder of the Honour has performed any action or has behaved in a manner which harmed the interest of the Municipality of Rustenburg, or otherwise has become unworthy of the Municipal Honour concerned.
- 2) The Mayor shall, in annulling the conferral of a Municipal Honour in terms of subclause (4 1), do so in accordance with the advice of the panel referred to in clause 5.

5. MUNICIPAL HONOURS ADVISORY PANEL

- 1) The Mayor must obtain advise on the conferral, annulment or restoration of Municipal Honours from an advisory panel, consisting of:
 - (a) a maximum of five (5) councillors, broadly representative of the council, appointed by council; and
 - (b) a maximum of five (5) people who are broadly representative of the people of Rustenburg Municipality, appointed by Council.
- 2) The advisory panel shall meet at the request of the Mayor as and when required

6. CRITERIA FOR THE BESTOWING OF MUNICIPAL HONOURS

- 1) The freedom of the City of Rustenburg, will be conferred:
 - a) a non-resident, person or organisation, when such a person or organisation is worthy of such an Honour in the opinion of Council;
 - b) The freedom of a City of Rustenburg shall not be conferred on an active politician.
 - c) A person upon whom the Freedom of the City of Rustenburg has been conferred shall be known as an “Honorary Freeman of the City”.
 - d) The Office of the Executive 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 City of Rustenburg”.

- 2) Honorary Citizenship of the Municipality of Rustenburg will be conferred:
 - a) approved by Council by way of a resolution as prescribed in clause 8(h).
 - b) Honorary citizenship will not be conferred on an active politician.
 - c) 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 Rustenburg Local Municipality and who deserves recognition for his/her lengthy and purposeful public service to Rustenburg Local Municipality in any field of social, community or civic interest.
 - d) The Civic Honours Book shall be compiled and maintained by the Office of the Executive Mayor.
 - e) 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.
 - f) 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.
- 3) Naming of streets and/or addresses of the municipality or of the town will be conferred:
 - a) on a person when such person is worthy of such an Honour in the opinion of Council;
 - b) on such a person if approved by Council at a Council Meeting referred to in clause 8(h).

- 4) Aldermanship will be conferred on a serving Councillor of Rustenburg Local Municipality:
- a) who has served on one or more municipalities within the Republic of South Africa for a total period of 20 years. Such terms of office need not be consecutive;
 - b) upon the assumption of the office of Mayor. This criterion does not apply to acting Mayors or acting chairperson of Council. Such title shall be removed if such Councillor does not serve the Council for a full term of office as Mayor;
 - c) who obtains the minimum of 20 points on the following scale:
 - (i) one point for each completed year served as a Councillor on any municipality; plus
 - (ii) one additional point for each completed year service as a member of the executive of any municipality or as chairperson of a standing committee or portfolio committee of such municipality; plus
 - (iii) two additional points for each completed year served as a mayor or chairperson of any municipality; plus
 - (iv) two additional points for each completed year served as a member of the executive committee or chairperson of a standing committee of the Rustenburg Local Municipality subsequent to 5 December 2000; plus
 - (v) three additional points for each completed year served as Speaker of the Rustenburg Local Council
 - d) Any current serving Councillor who is of the view that he/she qualifies for Aldermanship, should notify the Municipal Manager in writing, together with the necessary details to the satisfaction of the Municipal Manager. The Municipal Manager shall make a recommendation to Council, after having considered all the relevant details.
 - e) The Municipal Manager shall for the purpose of this policy create an appropriate database of all current serving Councillors of the Council of Rustenburg Local Municipality as from 5 December 2000.
- 5) The Councils Commendation Certificate will be conferred;
- a) on a resident of Rustenburg Local Municipality when such person or organisation is

- worthy of such an Honour in the opinion of Council;
- b) if approved by Council at the council meeting referred to in clause 8(h).
- 6) The Mayor's Commendation Certificate will be conferred on:
- a) a resident of Rustenburg Local Municipality; and
- b) in the sole discretion of the Mayor.
- 7) A Certificate for Long Outstanding Service with the Council will be conferred on an employee who has served the municipality for a period of 25 years, on condition that such an employee has not been found guilty of misconduct for a period of 10 years prior to his/her 25th year of service.
- 8) A medal will be conferred on a resident or organisation of Rustenburg Local Municipality when:
- a) such person is worthy of such an honour in the opinion of Council; and
- b) if approved by Council by way of a resolution referred in clause 8(h).

7. NOMINATIONS:

1. Nominations are the responsibility of the public. Any person or organization can submit a nomination
2. The nomination must be in writing on the prescribed application form to be developed by the office of the Executive Mayor.

8. PROCESS OF NOMINATIONS:

- (a) A selection Committee shall constitute of a committee referred to in clause 5. 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.
- (b) In the case of candidate(s) for the Mayor's Commendation Certificate, the selection Committee shall constitute 5 members appointed each year by the Executive Mayor. It acts as a jury and is responsible for selecting the winners in that category. The Selection Committee's decision must be ratified by the Executive Mayor.
- (c) The Selection Committee reserves the right to assign a nomination to an alternate category provided the nominator agrees to the reassignment.
- (d) Award presentations will be made at a ceremony to be conducted annually.

- (e) 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 awards have been conferred.
- (f) 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.
- (g) 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.
- (h) 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.
- (i) Until the candidate upon whom it is intended to confer a Civic Honour has indicated a willingness to accept the award in writing, 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 for some other Civic Honour.
- (j) Any nomination that is unsuccessful in any one year may again be resubmitted for 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/they will accept such Honour and participate in the annual ceremony to confer Civic Honours.

9. WARRANTS / AUTHORITY OF COUNCIL

Council may, by Special Council decision, issue warrant for the better carrying out of the objects of this policy and in particular, but without prejudice to the generality of the foregoing, relating to:

- (a) the keeping and administering of the Municipal Honours referred to in clause 2;
- (b) the keeping of a register of Municipal Honours conferred;
- (c) the replacement of lost or stolen Municipal Honours and the charges, therefor;
- (d) the publication of an annual Municipal Honours list;

- (e) the wearing of Municipal medals;
- (f) benefits and privileges of Alderman;
- (g) rules regarding the annulment and restoration of Municipal Honours;
- (h) the issuing of accompanying certificates;
- (i) the lay-out/description of Municipal Honours/medals; and
- (j) the protocol regarding the handing over of Municipal Honours.

10. EFFECTIVE DATE

This policy shall be from the date of adoption by Council.

11. REVIEWAL OF THE POLICY

This policy shall be review annually.

12. SHORT TITLE

This policy shall be called the Rustenburg Local Municipal Honours Policy.